

**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**

<b>Title - Sujet</b> AMOP 2013	
<b>Solicitation No. - N° de l'invitation</b> K8A60-130001/A	<b>Date</b> 2012-09-26
<b>Client Reference No. - N° de référence du client</b> K8A60-130001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-007-61275	
<b>File No. - N° de dossier</b> lp007.K8A60-130001	<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 2012-10-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Frey, Peter	<b>Buyer Id - Id de l'acheteur</b> lp007
<b>Telephone No. - N° de téléphone</b> (819) 956-4341 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT EMERGENCY SCIENCE & TECHN. 335 RIVER RD ATT: CARL BROWN OTTAWA Ontario K1A0H3 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Travel Procurement Services Division/Division des services  
d'approvisionnement en voyage  
Place du Portage, Phase III, 7B3  
Portage III 7B3  
11, rue Laurier/11 Laurier St.  
Gatineau  
Québec  
K1A 0S5

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **REQUEST FOR PROPOSAL (RFP)**

### **Provision for Commercial Accommodations, Meeting Space and Catering Services: In the City of Halifax (Downtown), Nova Scotia For the Department of Environment Canada.**

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Requirement

Environment Canada is hosting a Technical Seminar on Contamination and Response. The AMOP Technical Seminar on Environmental Contamination and Response is an international forum on preventing, assessing, containing, and cleaning up spills of hazardous materials in every type of environment. It also deals with solutions for remediating and rehabilitating contaminated sites. This seminar will be held downtown Halifax from June 08 to June 14, 2013. Environment Canada is in need of meeting rooms, catering services and accommodation during this period.

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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:  
(<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.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Bid 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)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) 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.

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.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) 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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 Nova Scotia.

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 - Annex B (1 hard copy)

Section II: Financial Bid - Annex C (1 hard copy)

Section III: Certifications - Annex D (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their 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 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 found 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.

**M1.** Bidders property must be located on any of the following roads as they connect as follows, or inside the boundary as follows:

On any of the following roads as they connect as follows, or inside the boundary of: Cogswell St. to Robie St. to South St. to Barrington St. to Hollis St. to Terminal Rd. to Lower Water St. to Upper Water St. to Barrington St.

**M2.** The establishment must have a Canada Select Star rating of three and a half (3.5) or a Canadian Automobile Association (CAA) Diamond rating of three (3).

#### 1.2 Financial Evaluation

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

The financial evaluation will be based on the price total that will be calculated as follows:

Total Price = (Total Price for Meeting Space Rental) + (Total Price for Catering Services).

### 2. Basis of Selection

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

The maximum funding available for the Meals under the Contract resulting from the bid solicitation are: **Breakfast: \$23.40, Lunch: \$44.55, Health Break: \$7.80** (Gratuity, Goods and Services Tax or Harmonized Sales Tax included, as appropriate). **Bids valued in excess of these amounts will be considered non-responsive.** This disclosure does not commit Canada to pay the maximum funding available.

## **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.

### **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) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) 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.

### **2. Federal Contractors Program - Certification**

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.

2.1 Employment Equity Certification (Annex D).

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

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Requirement**

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

### **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 - Contract 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**

The Period of the Contract is from date of Contract to June 14, 2013 inclusive.

#### **4.2 Delivery Dates**

All deliverable must be received before June 15, 2013.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Peter Frey  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
7B3-40, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5  
Telephone: (819) 956-4341  
Facsimile: (819) 956-4944  
E-mail address: peter.frey@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 Project Authority

The Project Authority for the Contract is:

To be inserted at the issuance of 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 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, and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 SACC Manual Clause

H1000C Single Payment (2008-05-12)

## 7. Invoicing Instructions

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

Each invoice must be supported by:

- a) All pertinent backups needed to reconcile account;
- b) Breakdown of charges: meeting rooms, continental breakfasts, lunch buffets, health breaks and applicable taxes.

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 to the following address:

**Peter Frey**  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Traffic Management Directorate  
7B3-40, Place du Portage, Phase III  
Gatineau, Quebec K1A 0S5

## **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 Nova Scotia.

## **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) All the annexes: A, B, C, D and E;
- e) The Contractor's offer dated \_\_\_\_\_ 2012.

## **11. Insurance Requirements**

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

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## **12. Safety Regulations and Labour Codes**

The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the accommodation is located.

## **13. Renovations**

The Contractor agrees to give 30 days notice of any construction or remodelling 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. Title:**

Provision for commercial accommodations, meeting space and catering services in: Halifax (downtown), Nova Scotia for the Department of Environment Canada (EC).

**2. Background:**

Environment Canada must be hosting a Technical Seminar on Contamination and Response. The AMOP Technical Seminar on Environmental Contamination and Response is an international forum on preventing, assessing, containing, and cleaning up spills of hazardous materials in every type of environment. It also deals with solutions for remediating and rehabilitating contaminated sites. AMOP is organized and sponsored by Environment Canada.

**3. Objective:**

The purpose of this procurement is to secure meeting space and catering services for exhibitors and travelers attending the conference from June 08 to June 14, 2013. Accommodations services are also required.

**4. Scope of Work:**

The scope of work/provision of services is outlined with specific needs as follows:

**4.1 Property:**Location:

On any of the following roads as they connect as follows, or inside the boundary of: Cogswell St. to Robie St. to South St. to Barrington St. to Hollis St. to Terminal Rd. to Lower Water St. to Upper Water St. to Barrington St.

Hotel Standard:

The establishment must have a Canada Select Star rating of three and a half (3.5) or a Canadian Automobile Association (CAA) Diamond rating of three (3). (i) Canada Selecttm Star Ratings. Canada Selecttm is a national accommodation-rating program. This rating system uses common grading criteria and evaluation techniques to establish a uniform method of comparing establishments from 0 to 5 stars. (ii) Canadian Automobile Association (CAA) Diamond Ratings. The Canadian Automobile Association uses grading criteria to establish a uniform method of comparing establishments from 0 to 5 diamonds.

#### 4.2 Guest Rooms:

A block of rooms totaling 300 room nights for all participants is estimated to be required from Saturday June 8, to Friday, June 14, 2013. The following is a breakdown requirement of the guest rooms required:

June	08	09	10	11	12	13	14
	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
Rooms	5	5	75	85	85	40	5

- a) Rates: Rates for Guest rooms must be in single and double occupancy.
- b) Establishment Capacity: The provision of accommodations must be in one facility.
- c) Parking: Parking must be a separate agreement between the occupant and establishment.
- d) Responsiveness: Due to the transient nature of participant, the block of rooms for the period June 08 to June 14, 2013 must be held up to May 15, 2013. Following this date EC must not be responsible to pay for unreserved rooms.
- e) Reservations: Rooms, must be reserved by participants and payments of rooms must be the participants responsibility. EC must not be responsible for payments of any Guest rooms.
- f) Room Cancellation Policy: In the event that travel plans are changed; participants may cancel up to five (5) days prior to their arrival date without any cancellation fees. EC must not be responsible to pay for any cancelled rooms.

#### 4.3 Meeting Space Requirements:

- a) Two (2) meeting rooms of a minimum of 1500 sq ft, capable of accommodating 100 people in theatre-style seating is required for the duration of the conference (June 10-13, 2013). A third conference room, of a minimum of 1000 sq ft, able to accommodate 75 people with theatre-style seating is also required for June 11, 2013. Each conference room requires a podium and a head table with chair at the front of the room on a raised, skirted platform and a water station at the back. These rooms must also be available June 10, 2013 for audio-visual setup of the rooms by Audio-Visual Company;
- b) Commercial Exhibit & Poster Display area located in the conference foyer with room for six (6) 10'x10' booths and ten (10) 4'x8' double-sided poster boards is required for the duration of the conference (June 11-13, 2013). This area must also be available June, 10, 2013 for initial setup of the area by Show Services Company; A separate room for exhibit booths, posters and am/pm coffee is also acceptable if it couldn't all be housed in the foyer. The coffee station would ensure flow-through for the booths & posters.
- c) Conference Office is required to store supplies and equipment from June 09-13, 2013. It should be set up with three (3) 8' tables along wall. Room must be able to be locked and two (2) keys are to be provided;
- d) Registration Desk, located in the conference foyer, with two (2) 6' tables and two (2) chairs is required (June, 10-13, 2013). Tables must be skirted and located near an electrical outlet.

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Registration desk to be set up with a house phone, message board, and garbage & recycling bins.

- e) Approximately twelve (12) display easels are required for the duration of the conference (June 10-13, 2013).
- f) Breakout meeting room for 25 people with a water station at the back is required on Monday (June 10, 2013).

Room	Date	Function	From: To:	Setup
1	June 10 to 13 2013	Conference Room 1	8:00 (Monday June 10) 23:59 (Thursday June 13)	Theatre style for 100 people, minimum 1500 sq ft, with water station at back. Podium, head table with chair on raised, skirted platform at front.
2	June 10 to 13 2013	Conference Room 2	8:00 (Monday June 10) 23:59 (Thursday June 13)	Theatre style for 100 people, minimum 1500 sq ft, with water station at back. Podium, head table with chair on raised, skirted platform at front.
3	June 11 2013	Conference Room 3	8:00 (Tuesday June 11) 23:59 (Tuesday June 11)	Theatre style for 75 people, minimum 1000 sq ft, with water station at back. Podium, head table with chair on raised, skirted platform at front.
4	June 10 to 13 2013	Commercial Exhibit & Poster Display	8:00 (Monday June 10) 23:59 (Thursday June 13)	Six (6) 10'x10' booths and ten (10) 4'x8' double-sided poster boards in conference foyer.
5	June 09 to 13 2013	Conference Office	08:00 (Sunday June 9) 23:59 (Thursday June 13)	Three (3) 8' tables along wall. Room must be able to be locked and two (2) keys are to be provided.
6	June 10 to 13, 2013	Registration Desk	8:00 (Monday June 10) 23:59 (Thursday June 13)	Two (2) 6' tables and two (2) chairs. Tables must be skirted and located near an electrical outlet. Registration desk to be set up with a house phone, message board, and garbage & recycling bins.
7	June 10, 2013	Breakout Room	08:00 - 23:59 (Monday June 10)	Breakout room set theatre-style seating for 25 people with water station at back.

## Other Specifications:

- a) The conference facility must be part of the hotel and all conference rooms must be on the same floor.
- b) The rooms being used for the concurrent sessions must be within 100 metres of each other.
- c) Meeting rooms and banquet facilities must be located on site and be consistent throughout the conference.
- d) This requirement facilitates logistical requirements, overall control and the comfort of our guests.
- e) Rooms should not be released to other events (24hour hold) thus ensuring no teardown/setup of audiovisual equipment must occur over the duration of the conference.

**4.4 Catering Requirements:****Tuesday, Wednesday and Thursday June 11,12,13, 2013**

a) Speakers Breakfasts (Continental) for 40 people with an 8' table for testing computer presentations.

b) Morning and afternoon Health Breaks for a total of 150 people (with coffee/tea/ bottled water/bottled juice in morning, coffee/tea/bottled water/canned soft drinks in afternoon) set up in foyer near commercial display area.

c) Lunch Buffets for 150 people, in a separate room from the seminar, set in rounds.

**Final Catering numbers must be guaranteed 48 hours in advance of the function date.**

Date	Function	From: To:	Estimated No.	Requirements
Tuesday, Wednesday, Thursday June 11,12,13, 2013	Speakers Breakfast	07:30 - 08:30	40/day	Continental breakfast* (See details below)
Tuesday, Wednesday, Thursday June 11,12,13, 2013	Morning Health Break	10:00 - 10:30	150/day	Coffee, tea, juice and bottled water
Tuesday, Wednesday, Thursday June 11,12,13, 2013	Delegates Luncheon	12:15 - 13:30	150/day	Lunch Buffet style ** (See details below)
Tuesday, Wednesday, Thursday June 11,12,13, 2013	Afternoon Health Break	15:00 - 15:30	150/day	Coffee, tea, soft drinks and bottled water

a) Continental Breakfast

Continental Breakfast on Tuesday, Wednesday, Thursday June 11, 12 and 13, 2013:

- Selection of pastries, croissants, bagels, scones and /or muffins
- Dry cereal or granola
- Butter, Cream cheese & preserves
- Sliced fruit with yogurt
- Chilled fruit juices
- Regular & decaf coffee & tea

b) Lunch Buffet:

1) Lunch Buffet Menu (European Theme) on Tuesday June 11, 2013:

- Soup/chowder
- Salad (choice of 2)
- Entrées (choice of 2: 1 beef or fish, 1 chicken or vegetarian)
- Seasonal vegetable
- Rice or herb garlic roasted potato
- Bread/rolls



- Sliced fruit
- Chef's selection of French pastries, flans/tortes, mousse/trifle and/or crème brûlée
- Regular & decaf coffee, tea

2) Lunch Buffet Menu (Italian/Mediterranean Theme) on Wednesday June 12, 2013:

- Salad (choice of 2 or 3)
- Entrées (choice of 2: 1 cream, 1 marinara/tomato based sauce with chicken or vegetarian)
- Seasonal vegetable (e.g.. tomato with bocconcini)
- Ciabatta and/or garlic focaccia bread with spread (riata, tzatziki and/or hummus)
- Sliced fruit
- Chef's selection of tiramisu, biscotti and or cannoli
- Regular & decaf coffee, tea

3) Lunch Buffet Menu on Thursday June 13, 2013:

- Soup/chowder
- Salad (choice of 2)
- Vegetable/antipasto tray
- Array of sandwiches & wraps
- Chef's selection of brownies/squares, tarts & pastries (no cookies)
- Regular & decaf coffee, tea

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## **ANNEX B**

### **PROPERTY INFORMATION**

#### **1. Bidder Information**

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

#### **2. Hotel Information**

Hotel name:	
Procurement business number (PBN):	
Street address:	
City:	
Province:	
Postal code:	
Hotel direct phone number:	
Hotel fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	

**Note:** Procurement Business Number (PBN)

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before contract Award. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Internet site at: <http://contractscanada.gc.ca>

For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## **ANNEX C**

### **BASIS OF PAYMENT**

**(Must be included in Proposal submitted)**

- a) The Guest Room Prices will be paid by AMOP Seminar participants who reserve the rooms.
- b) Canada will not be responsible for the reservation and payment of guest rooms for June 08, to June 14, 2013: these rooms must be reserved and paid by the participants.
- c) Prices for Meeting Space Rental and Catering Services will be paid by EC as per terms and conditions in this request for proposal.
- d) All prices below are before taxes.

### **Guest Room Rate:**

Please provide the daily room rate before taxes in single/double occupancy.

\$ \_\_\_\_\_ per night single occupancy

\$ \_\_\_\_\_ per night double occupancy.

### **Meeting Space Rental Rates:**

Please provide the Meeting Space Rental Rate before taxes for each location including its requirements. If one or more spaces including its requirements are offered on a complimentary basis, please indicate "**At No Cost**" in the Rental Rate Total column.

**MOVE-IN: June 08, 2013 at 8:00**

**MOVE-OUT: June 13, 2013 at 23:59**

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Room :	Date:	Function:	From: To:	Setup:	(a) Number of days	(b) Daily Rental Rate	Rental Rate Total in CDN\$ (a x b)
1	June 10, to June 13, 2013	Conference Room 1	8:00 - 23:59	Theatre style for 100 people, minimum 1500 sq ft, with water station at back. Podium, head table with chair on raised, skirted platform at the front of the conference room.	4		
2	June 10, to June 13, 2013	Conference Room 2	8:00 - 23:59	Theatre style for 100 people, minimum 1500 sq ft, with water station at back. Podium, head table with chair on raised, skirted platform at the front of the conference room.	4		
3	June 11, 2013	Conference Room 3	8:00 - 23:59	Theatre style for 75 people, minimum 1000 sq ft, with water station at back. Podium, head table with chair on raised, skirted platform at the front of the conference room.	1		
4	June 10, to June 13, 2013	Commercial Exhibit & Poster Display	8:00 - 23:59	Six (6) 10'x10' booths and ten (10) 4'x8' double-sided poster boards in conference foyer.	4		
5	June 09, to June 13, 2013	Conference Office	8:00 - 23:59	Three (3) 8' tables along wall. Room must be able to be locked and two (2) keys are to be provided.	5		
6	June 10, to June 13, 2013	Registration Desk	8:00 - 23:59	Registration Desk, located in the conference foyer, with two (2) 6' tables and two (2) chairs. Tables must be skirted and located near an electrical outlet. Registration desk to be set up with a house phone, message board, and garbage & recycling bins.	4		
7	June 10, 2013	Breakout Room	8:00-23:59	Breakout room set theatre-style seating for 25 people with water station at back.	1		
<b>TOTAL PRICE FOR MEETING SPACE RENTAL:</b>							

**Catering Services Rates:**

The Bidder must provide its catering prices as per identified menu mentioned in ANNEX A. Proposed Prices must be unit Prices, all inclusive but before applicable taxes.

**Submitted unit price must not exceed the following unit cost including gratuity and taxes allotted (refer to the column (c) in the below table):**

**Breakfast: \$23.40**

**Lunch: \$44.55**

**Health Break: \$7.80**

Dates:	Fuctions and menu:	(a) Estimated Quantities:	Unit Price \$CDN before gratuity and taxes:	(b) Unit Price\$CDN including gratuity:	(c) Unit Price\$CDN including gratuity and taxes:	(d) Total Prices \$CDN including gratuity = (a x b)
Tuesday Wednesday Thursday June 11,12,13, 2013	Speakers Breakfast: See Annex"A" for Catering Requirements.	40/day X 3 days = 120				
. Tuesday Wednesday Thursday June 11,12,13, 2013	Morning Health Break:Coffee, tea,bottled juice and bottled water	150/day X 3 days = 450				
Tuesday Wednesday Thursday June 11,12,13, 2013	Delegates Lucheon:See Annex"A" for Catering Requirements.	150/day X 3 days = 450				
Tuesday Wednesday Thursday June 11,12,13, 2013	Afternoon Health Break: Coffee, tea, canned soft drinks and bottled water	150/day X 3 days = 450				
<b>TOTAL PRICE FOR CATERING SERVICES INCLUDING GRATUITY, BEFORE TAXES (d):</b>						

**ANNEX D****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills 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 Contracts 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 for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more 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 is available on the following HRSDC Web site:

<http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml>.

## **ANNEX E**

### **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.

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(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 acknowledgement of receipt.

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.