

**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 2014 SEMINAR IN ALBERTA	
<b>Solicitation No. - N° de l'invitation</b> K8A60-140001/A	<b>Date</b> 2013-07-19
<b>Client Reference No. - N° de référence du client</b> K8A60-140001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-63132	
<b>File No. - N° de dossier</b> lp003.K8A60-140001	<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 2013-08-07</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> Tremblay, Jacynthe	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (819) 934-0768 ( )	<b>FAX No. - N° de FAX</b> (819) 956-4944
<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 ATTN: CARL E. BROWN SCIENCE & TECHNOLOGY 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 due 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>



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	AMOP 2014 SEMINAR IN CALGARY ARCTIC AND MARINE OILSPILL PROGRAM (AMOP) 2014 SEMINAR IN CALGARY: SEMINAR ROOM RENTAL AND HOSPITALITY FOR SEMINAR (HOSPITALITY APPROVED BY MINISTER OF THE ENVIRONMENT) .	K8A60	K8A60	64250	Each	\$	\$		See Herein	

## REQUEST FOR PROPOSAL

**Provision for commercial accommodations, meeting space and catering services in one of the following cities: Banff, Calgary, Canmore, Lake Louise or Kananaskis, Alberta for the Department of Environment Canada (EC).**

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2. Statement of Requirement
3. Debriefings

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2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

Environment Canada must host the 37th annual AMOP 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.

The purpose of this procurement is to secure meeting space and catering services for exhibitors and travelers attending the conference from May 31 to June 6, 2014. Accommodations services are also required, see Annex A for details.

### 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 (<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 (2013-06-01) 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.

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

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

### 3. Former Public Servant

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

#### 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 ( )

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File No. - N° du dossier

lp003K8A60-140001

Buyer ID - Id de l'acheteur

lp003

CCC No./N° CCC - FMS No/ N° VME

K8A60-140001

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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.

#### Certification

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

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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.

#### **5. Applicable Laws**

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

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.

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## **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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 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 the Basis of Payment stipulated at Annex B. The total amount of Applicable Taxes must be shown separately, if applicable.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## **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 to be considered responsive, a bid must meet all of the mandatory requirements of this bid solicitation as described at Annex A – Statement of Work. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

#### **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 B - Basis of Payment.

### **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.

## **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**

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.

## 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## 2. Additional 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.

### 2.1 Canadian Content Certification

**2.1.1** *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition

**2.1.2** 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.

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## 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 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 (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The Contract is in effect from the date of the issuance of the contract to June 07, 2014, inclusive.

### 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](mailto: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.

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## 5.2 Project Authority

The Project Authority for the Contract is: ***To be inserted at Contract award.***

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 Contract award***

## 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 rates, as specified in Annex B - Basis of Payment, Goods 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 Method of Payment - Single Payment

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

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

## 7. 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.

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 Contract award***

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 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.

### 8.2 Canadian Content Certification

#### 8.2.1 SACC Manual clause A3060C(2008-05-12) Canadian Content Certification

## 9. Applicable Laws

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

## 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 (2013-06-27), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (d) annex B, Basis of Payment;
- (e) 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 a thirty (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.

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## ANNEX A - STATEMENT OF WORK

### 1. Title:

Provision for commercial accommodations, meeting space and catering services in one of the following cities: Banff, Calgary, Canmore, Lake Louise or Kananaskis, Alberta for the Department of Environment Canada (EC).

### 2. Background:

Environment Canada must host the 37th annual AMOP 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 May 31 to June 6, 2014. 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:

The establishment must be located in one of the following cities: Banff, Calgary, Canmore, Lake Louise or Kananaskis, Alberta.

##### 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 Select TM Star Ratings or equivalent\*. Canada Select TM 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.

***\*proof of equivalency must be provided.***

#### 4.2 Guest Rooms:

A block of rooms totaling 300 room nights for all participants is estimated to be required from Saturday May 31, to Friday, June 6, 2014. The following is a breakdown requirement of the guest rooms required:

May/June	31	1	2	3	4	5	6
	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 May 31 to June 6, 2014 must be held up to May 15, 2014. 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 are required for the duration of the conference (June 3-5, 2014). A third seminar room of a minimum 1000 sq ft. capable of accommodating 75 people in theatre-style is required for Tuesday June 3. 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 2, 2014 for audio-visual setup of the room by Audio-Visual Company.
- b) Commercial Exhibit and 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 3-5, 2014). This area must also be available June 2, 2014 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 and posters.
- c) Conference Office is required to store supplies and equipment from June 1-5, 2014. 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 2-5, 2014). Tables must be skirted and located near an electrical outlet. Registration desk to be set up with a house phone, Kleenex, message board, and garbage and recycling bins.

- e) Approximately twelve (12) display easels are required for the duration of the conference (June 2-5, 2014).
- f) Breakout meeting room set classroom-style for 25 people with a water station at the back is required on Monday June 2, 2014.

Room	Date	Function	From: To:	Setup
1	June 2 to 5 2014	Conference Room 1	16:00 (Monday June 2) 17:00 (Thursday June 5)	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 2 to 5 2014	Conference Room 2	16:00 (Monday June 2) 17:00 (Thursday June 5)	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 2 to 3 2014	Conference Room 3	16:00 (Monday June 2) 17:00 (Tuesday June 3)	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 2 to 5 2014	Commercial Exhibit and Poster Display	16:00 (Monday June 2) 17:00 (Thursday June 5)	Six (6) 10'x10' booths and ten (10) 4'x8' double-sided poster boards in conference foyer.
5	June 1 to 5 2014	Conference Office	08:00 (Sunday June 1) 17:00 (Thursday June 5)	Three (3) 8' tables along wall. Room must be able to be locked and two (2) keys are to be provided.
6	June 2 to 5 2014	Registration Desk	08:00 (Monday June 2) 17:00 (Thursday June 5)	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, Kleenex, message board, and garbage and recycling bins.
7	June 2 2014	Breakout Room	08:00 – 17:00 Monday June 2	Breakout room set classroom-style seating for 25 people with water station at back.
				*One foot = 0.3048 m

## 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 (24-hour hold) thus ensuring no teardown/setup of audiovisual equipment must occur over the duration of the conference.
- f) The banquet facilities are not to be in the same room as the sessions.

## 4.4 Catering Requirements:

Tuesday, Wednesday and Thursday June 3, 4, 5, 2014

- 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 Buffet for 150 people, in a separate room from the seminar sessions, set in rounds.
- d) Welcome Reception hors d'oeuvres for 150 people (Tuesday June 3, 2014 only).

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 3, 4, 5, 2014	Speakers Breakfast	07:30 - 08:30	40/day	Continental breakfast* (See details below)
Tuesday, Wednesday, Thursday June 3, 4, 5, 2014	Morning Health Break	10:00 - 10:30	150/day	Coffee, tea, juice and water
Tuesday, Wednesday, Thursday June 3, 4, 5, 2014	Delegates Luncheon	12:15 - 13:30	150/day	Lunch Buffet style ** (See details below)
Tuesday, Wednesday, Thursday June 3, 4, 5, 2014	Afternoon Health Break	15:00 - 15:30	150/day	Coffee, tea, soft drinks and water
Tuesday, June 3	Welcome Reception	18:00 – 19:30	150	Hors-d'oeuvres *** (See details below)

## a) Continental Breakfast:

Continental Breakfast on Tuesday, Wednesday, Thursday June 3, 4 and 5, 2014:

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

## b) Lunch Buffet:

1) Lunch Buffet Menu (European Theme) on Tuesday June 3, 2014:

- 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 and decaf coffee, tea

2) Lunch Buffet Menu (Italian/Mediterranean Theme) on Wednesday June 4, 2014:

- 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 and decaf coffee, tea

3) Lunch Buffet Menu on Thursday June 5, 2014:

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

## c) Welcome Reception Hors-d'oeuvres

1) Welcome Reception Hors-d'oeuvres Tuesday June 3, 2014

- Crudités/vegetable platter
- Cheese & crackers/flatbread
- Antipasto platter
- Fruit platter
- Bruschetta

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File No. - N° du dossier

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Ip003

CCC No./N° CCC - FMS No/ N° VME

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## ANNEX B - BASIS OF PAYMENT

### BASIS OF PAYMENT

- 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 May 31, to June 06, 2014: 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: Sunday, June 01, 2014 at 10:00**

**MOVE-OUT: Thursday June 05, 2014 at 23:59**

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Room	Date	Function	From: To:	(a) Number of days	(b) Daily Rental Rate	Rental Rate Total in CDN\$ (a x b)
1	June 2 to 5 2014	Conference Room 1	16:00 (Monday June 2) 17:00 (Thursday June 5)	4		
2	June 2 to 5 2014	Conference Room 2	16:00 (Monday June 2) 17:00 (Thursday June 5)	4		
3	June 2 to 3 2014	Conference Room 3	16:00 (Monday June 2) 17:00 (Tuesday June 3)	2		
4	June 2 to 5 2014	Commercial Exhibit and Poster Display	16:00 (Monday June 2) 17:00 (Thursday June 5)	4		
5	June 1 to 5 2014	Conference Office	08:00 (Sunday June 1) 17:00 (Thursday June 5)	5		
6	June 2 to 5 2014	Registration Desk	08:00 (Monday June 2) 17:00 (Thursday June 5)	4		
7	June 2 2014	Breakout Room	08:00 – 17:00 Monday June 2	1		
<b>TOTAL PRICE FOR MEETING SPACE RENTAL:</b>						

Applicable taxes: \_\_\_\_\_%

### **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: \$ 26.68**  
**Lunch: \$ 47.73**  
**Health Break: \$ 7.02**  
**Welcome Reception: \$34.98**

Date	Function	From: To:	(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 3, 4, 5, 2014	Speakers Breakfast	07:30- 08:30	40/day = 120				
Tuesday, Wednesday, Thursday June 3, 4, 5, 2014	Morning Health Break	10:00- 10:30	150/day = 450				
Tuesday, Wednesday, Thursday June 3, 4, 5, 2014	Delegates Luncheon	12:15- 13:30	150/day = 450				
Tuesday, Wednesday, Thursday June 3, 4, 5, 2014	Afternoon Health Break	15:00- 15:30	150/day = 450				
Tuesday, June 3	Welcome Reception	18:00- 19:30	150				
<b>TOTAL PRICE FOR CATERING SERVICES INCLUDING GRATUITY, BEFORE TAXES (d):</b>							

**Applicable Gratuity: \_\_\_\_\_ %**

**Applicable Taxes: \_\_\_\_\_ %**

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## ANNEX C

### INFORMATION and CONTACTS

<b>1. Bidder Information</b>	
Name:	
Position/Title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
<b>2. Property Information</b>	
Name:	
Street Address:	
City:	
Province:	
Postal Code:	
Direct Phone Number:	
Fax Number:	
Toll Free Number:	
Website Address:	
PBN:	

**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 D - INSURANCE REQUIREMENT

### 1. COMMERCIAL GENERAL LIABILITY INSURANCE

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.

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.