

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
#910, 410-22nd Street East  
Saskatoon  
Sask.  
S7K 5T6  
Bid Fax: (306) 975-5397

**Request For a Standing Offer**  
**Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada/Réception  
des soumissions Travaux publics et Services  
gouvernementaux Canada  
#910, 410 - 22nd Street East  
Saskatoon  
Sask.  
S7K 5T6

<b>Title - Sujet</b> Accommodations - Medicine Hat	
<b>Solicitation No. - N° de l'invitation</b> W7702-145649/A	<b>Date</b> 2013-12-27
<b>Client Reference No. - N° de référence du client</b> DND	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$STN-197-4657
<b>File No. - N° de dossier</b> STN-3-36039 (197)	<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 2014-01-14</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Holt, Judy	<b>Buyer Id - Id de l'acheteur</b> stn197
<b>Telephone No. - N° de téléphone</b> (306)975-4051 ( )	<b>FAX No. - N° de FAX</b> (306)975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Defence R&D Canada Suffield Bldg 560 Receiving Ralston Alberta TOJ 2N0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided and
- Part6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement and the Basis of Payment and any other annexes.

### 2. Summary

The Department of National Defence (DND), Defence Research and Development Canada (DRDC) requires the provision of hotel accommodations in the Medicine Hat, Alberta area to support personnel during periods of peak usage periods as well as during various exercises throughout the year.

The offeror must be capable of supplying a maximum of 40 rooms for periods ranging from 1 - 15 nights.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

The requirement is limited to Canadian goods and/or services.

### 3. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

## 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 1.1 SACC Manual Clauses

M0222T	Evaluation of Price	2013-04-25
M0019T	Firm Price and/or Rates	2007-05-25

## 2. Submission of Offers

Offers 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 Request for Standing Offers.

## 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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.

### Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

### 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Lowest evaluated price will be calculated as follows:

- 1) The Firm Unit Price offered for Line Item one will be multiplied by the Estimated Usage to achieve an Extended Price for all three years.
- 2) The Firm Unit Price for Line Item two will be multiplied by the Estimated Usage to achieve an Extended Price for all three years.
- 3) The sum of the Extended Prices for both line items over all three years will equal the Evaluated Price.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare

a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

## 1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

### 1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## 2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### 2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

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

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

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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**1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

## **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

### **2.1 General Conditions**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **2.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than twenty (20) calendar days after the end of the reporting period.

## **3 Term of Standing Offer**

### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 1 April 2014 to 31 March 2015

### **3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one year periods, from 1 April 2015 to 31 March 2016 and 1 April 2016 to 31 March 2017 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **4. Authorities**

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#### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Judy Holt

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

910-410 22nd St E

Saskatoon, SK

S7K 5T6

Telephone: 306 975 4051

Facsimile: 306 975 5397

E-mail address: *judy.holt@pwgsc-tpsgc.gc.ca*

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### 4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

#### 4.3 Offeror's Representative

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

#### 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: *To be determined*

#### 6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

#### 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$75,000 (Applicable Taxes included).

#### 8. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report;
- h) the Offeror's offer dated \_\_\_\_\_

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 9.2 SACC Manual Clauses

M3060C Canadian Content Certification

2008-05-12

## 10. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2013-06-27), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in in Annex B for a cost of **\$To be determined**. Customs duties are excluded and Applicable Taxes are extra.

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.

#### 4.2 Limitation of Price

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

#### 4.3 Method of Payment

*SACC Manual* clause H1000C (2008-05-12) Single Payment

#### 4.4 Payment by Credit Card

*To be determined*

### 5. Invoicing Instructions

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

2. Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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

### 6. Insurance

*SACC Manual* clause G1005C (2008-05-12) Insurance

### 7. SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
A9117C	T1204 - Direct Request by Customer Department	2007-11-30
M3800C	Estimates	2006-08-15

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**ANNEX "A"****STATEMENT OF WORK****1. Background:**

The Department of National Defence (DND), Defence Research and Development Canada (DRDC) must provide training and accommodations to personnel from Canadian Base Forces Suffield. Accommodations must also be provided during various exercises throughout the year. Due to the lack of accommodation space at the CFB Suffield, an alternative resource is required.

**2. Objective:**

To establish a Standing Offer for the provision of accommodation services for personnel within the Medicine Hat, Alberta area. The offeror must be capable of supplying a maximum of 40 rooms for periods ranging from 1 - 15 nights. Offeror's will be provided a minimum five (5) days advance notice for individual room call ups. The actual number of rooms booked at a time may vary from 1 to 40.

**3. Scope of Work:**

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

**3.1 Location** - The location of the establishment(s) providing the accommodations must be within a fifteen (15) minute commute of Medicine Hat, Alberta.

**3.2 Rating** - Accommodations must have a minimum Canada Select Rating of 3 Stars and/or 3 AAA Diamonds. Proof of rating is to be provided to the Standing Offer Authority upon request.

**3.3 Individual Room configuration** - The requirement is for single or double rooms with either two double or two queen size beds. Each room must have its own washroom with toilet, sink, and shower. No cots, pullouts, or sofa beds will be accepted. Both smoking and non smoking rooms must be available.

**3.4 Meeting Room** - The offeror must have a meeting room available that can accommodate a minimum of 50 people.

**3.5 Duration** - Each room call up will range for periods of 1 to 40 days.

**3.6 Amenities** - All amenities that can be segregated from basic room costs must be. This will allow for comprehensive and fair consideration, as an example the following items at a minimum are expected to be identified separately:

**3.6.1 Amenities to be included:**

**3.6.1.1 Internet/telephone/cable** - The provision of local telephone/basic cable is to be included within the cost formula for the room charges.

**3.6.1.2 Room Servicing (Cleaning/Maintenance)** - Daily towel exchange and light room cleaning servicing must be provided, and therefore should be utilized as the baseline for this requirement. Bedding exchange and maintenance is required on a daily basis. The only toiletry to be included is the provision of toilet paper.

**3.6.1.3 Fitness Facilities** - Any fitness facilities (pool, gym, etc.) would be available at no additional cost to the participants. The Offeror will not be responsible for any injury, damage or death caused by misuse of the equipment. It will be the responsibility of the user to ensure that they properly utilize the facilities, if costs are incurred they are to be separated in the estimate from the room charges; and

**3.6.2 Amenities to be seperated and paid for by room occupant if requested:**

**3.6.2.1 Internet/Long Distance Telephone** - If an occupant wishes to pay for Internet/long distance telephone calls, those services will be a separate agreement between the occupant and establishment;

**3.6.2.2 Room Servicing (Cleaning/Maintenance)** - No provision is required for shampoo, conditioners, hand cream, soap, etc. (these remain the responsibility of the occupant) and must not be included in the cost formula for the room charges;

**3.6.2.3 Complimentary Services** - Complimentary services are to be removed completely to ensure costs are for the rooms alone. **Items such as free continental breakfast, discounts to other meals or services, or promotional considerations must not be included or influx the cost;**

**3.6.2.4 Damage deposit** - Inclusion of damage deposit must not be included in the funding formula or contract. If damages occur the Project Authority is to be notified as soon as possible to facilitate administrative/disciplinary/recovery actions.

**3.7 Responsiveness** - Due to the transient nature of incoming personnel, the Offeror must be capable of reacting to adjustment of the requirement with sufficient notice. The Project Authority must be able to reduce the requirement within 7 days notice of non-required rooms without any cancellation penalty.

**3.8 Limitation of Billing** - Room associated costs only will be invoiced. Any charges over and above the room charges are to be fully itemized and disclosed in a timely manner to the user (occupant), and issues are to be sent to the Project Authority in writing.

**4. Meetings:**

No meetings between the Offeror and DND are required, however if further clarification is needed to clarify the Statement of Work after Standing Offer issuance the point of contact is the Project Authority.

**5. Reports and Deliverables:**

During the period where accommodations are being provided it is required that invoicing for rooms be submitted no later than 5 working days after the end of the month.

**6. Government Furnished Support/Equipment/Information:**

No support/equipment will be furnished by the Project Authority. Information and assignment of personnel into specific rooms will be communicated the the Offeror through the Project Authority.

**7. Special Considerations:**

**7.1 Rooming list:** Information and assignment of personnel into specific rooms will be communicated through a single Point of Contact between the Offeror and Project Authority or their named replacement.

**7.2 Special Considerations:** The Offeror of the commercial accommodations must provide reasonable security measures on information and physical assets.

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DND

- 
- 7.3** Parking Considerations: The Offeror is to assign at no additional costs to DND, parking stalls for each room. Cost for visitors to park private vehicles is to be borne by the individual occupant and not DND.
- 7.4** Security Classification: All work is unclassified and the Offeror will not have access to any classified information.
- 7.5** Disclosure of Information: Any provision of information must be for the use of tracking rooms to individuals only and shall not be disclosed to any third party at any time for any reason.

**ANNEX "B"****BASIS OF PAYMENT**

- Rates quoted **must** include **ALL** relative costs (**including Destination Marketing Fee, if applicable**) associated with providing this service and are to remain **firm** for the duration of the Standing Offer.
- GST is **not** included and is to be shown as a separate item on any resulting invoice.
- The Federal Government is exempt from paying the Alberta Tourism Levy. The Levy **must not** be included in the rates quoted below.

<b>Accommodations</b>					
<b>Line Item</b>	<b>Description</b>	<b>Estimated Usage</b>	<b>Year One 1 April 2014- 31 March 2015</b>	<b>Option Year One 1 April 2015- 31 March 2016</b>	<b>Option Year Two 1 April 2016 - 31 March 2017</b>
<b>1</b>	Daily room rate based on single occupancy with no inclusions or added services in accordance with Annex "A" - Statement of Work. <i>*room nights are calculated by multiplying the number of rooms by the number of nights to find the total room nights. Ex. 20 rooms x 20 nights = 400 room nights.</i>	1,120 room nights per year	\$ _____ / Room Night	\$ _____ / Room Night	\$ _____ / Room Night
<b>2</b>	Meeting room that can accommodate a minimum 50 people.	2 room days per year	\$ _____ / Room Day	\$ _____ / Room Day	\$ _____ / Room Day

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**ANNEX "C"**

**PERIODIC USAGE REPORTS - STANDING OFFER**

Return to:

Public Works and Government Services Canada

Facsimile: (306) 975-5397

Email: WST-PA-SK@pwgsc-tpsgc.gc.ca

**Quarterly Usage Report Schedule:**

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

**REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES**

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-Up totals to date:	
(A+B) Total Accumulated Call-Ups:	

**NIL REPORT:** We have not done any business with the federal government for this period [   ]

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE)