



Royal Canadian Gendarmerie royale  
Mounted Police du Canada

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A:**

Bid Receiving/Réception des sousmissions  
RCMP - F Division  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**Fax No. - N° de FAX:**  
(306) 780-3466

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

<b>Title – Sujet:</b> Commercial Accommodations for the Police Dog Service Training Centre in Innisfail, AB		<b>Date</b> 29 May 2014
<b>Solicitation No. – N° de l'invitation</b> M5000-5-0460/A		
<b>GETS Reference No.-No de Référence du SEAG</b> PW-14-00638291		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2 :00 pm	Central Standard Time (CST)
<b>On / le :</b>	09 July 2014	
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to –</b> <b>Adresser toute demande de renseignements à</b> Teresa Hengen		
<b>Telephone No. – No. de téléphone</b> 306-780-8179		<b>Facsimile No. – No. de télécopieur</b> 306-780-3466

<b>Delivery Required –</b> <b>Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered –</b> <b>Livraison proposée</b> See Herein Voir aux présentes
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

There is no security requirement associated with the requirement.

### **2. Requirement**

To supply commercial accommodations for participants attending the RCMP Police Dog Service Training Centre, Innisfail, AB. The period of the Contract is from 01 September 2014 to 31 December 2016 with the option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. Requirements of the property listed below, further requirements for rooms detailed in Annexes herein.

Property must:

- be located within 40 kms of the Police Dog Service Training Centre in Innisfail, AB
- have a minimum Canada Select Star Rating of three (3) stars or CAA/AAA Diamond Rating of three (3) diamonds or greater
- have a hot tub/whirlpool and/or sauna
- have a front counter staffed 24 hours per day, 7 days per week
- have maintenance available on request
- have free parking

For services requirements, Bidders 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 bid solicitation.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **3. Debriefings**

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.

### **4. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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

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

### **2. Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by electronic mail to RCMP will not be accepted.

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

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 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.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (one hard copy)  
Section II: Financial Bid (one hard copy)  
Section III: Certifications (one 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) (<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 are required to indicate whether or not they comply with the mandatory requirements, Annex C Mandatory Technical Criteria.



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## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **1.1 Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation

## **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 in Annex C – Mandatory Technical Criteria. 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.

#### **1.1.2 Point Rated Technical Criteria**

Bidder meeting the mandatory technical criteria will be evaluated on the point-rated technical criteria found in Annex D - Point Rated Technical Criteria.

### **1.2 Financial Evaluation**

Bidder meeting the mandatory technical criteria will be evaluated on the cost points found in Annex E - Evaluation.

*SACC Manual* Clause A0220T (2013-04-25), Evaluation of Price

### **2. Basis of Selection**

The bid with the highest combined technical and cost points will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.



The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

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

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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 [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 and Certifications Required with the Bid**

Bidders must submit the certifications as provided below:

### **2.1 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.

#### **2.1.1 Former Public Servant Certification**

Contracts awarded to 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 before contract award.

#### **Definitions**

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





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

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

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

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

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment 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 Applicable Taxes.

## **2.2 Additional Certifications Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

**The certification as required in Annex C - Star/Diamond Rating Certificate, and if applicable certification listed in Annex D - Canada Green key, Green Leaf Eco-Rating Program or LightStay Program.**

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

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Requirement**

The Contractor must perform the Work in accordance with the Requirement at Annex A.

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### **3.1 General Conditions**

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

Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from 01 September 2014 to 31 December 2016.



#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Teresa Hengen  
Procurement Officer  
Royal Canadian Mounted Police  
Procurement & Contracting Services Unit  
Regina, SK S4P 3J7  
Telephone: 306-780-8179  
Facsimile: 306-780-3466

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 completed at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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 completed at contract award)

## **6. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## **7. Payment**

### **7.1 Basis of Payment**

Room Rates charged as outlined in Annex B, Basis of Payment.

Participants are responsible for all additional incidental costs not included in the room rental such as phone charges, movie rentals, room service, etc.

### **7.2 Limitation of Price**

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

### **7.3 Multiple Payments**

Canada will pay the Contractor upon completion of services 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 services delivered has been accepted by Canada.

Canada will pay the Contractor on a bi-weekly basis for services during the period covered by the invoice in accordance with the payment provisions of the Contract.

The Contractor must accept Visa, Master Card, American Express and BMO Corporate Card as well as other major credit cards as method of payment.

### **7.4 SACC Manual Clauses**

T1204 – Direct Request by Customer Department A9117C (2007-11-30)

## **8. Invoicing Instructions**

The Contractor must submit the folio and charge slip to the Project Authority, by fax, every two weeks or upon guest check out, whichever comes first.

At time of room booking the Project Authority will advise whether the room will be paid by the Project Authority or the guest. If the guest, payment must be made on check out. If the guest is responsible for the room charges, a copy of the folio and charge slip do not need to be faxed to the Project Authority.



## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

## **10. Applicable Laws**

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

## **11. 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, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (to be completed upon award)

## **12. Procurement Ombudsman**

### **12.1 Dispute Resolution Services**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### **12.2 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.



The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

**13. SACC Manual Clauses**

Insurance G1005C (2008-05-12)

**14. Renovations**

The contractor agrees to give thirty (30) days notice of any construction or remodeling to be performed to the property, which might interfere with the guest's safety and/or comfort. In such an event, the Contractor will, if requested by the RCMP, use its best efforts to assist in locating a suitable alternate accommodation with comparable price.

**15. Overbooking**

In the event the Contractor overbooks, that is, accepts more reservations than there are available suitable rooms, under no circumstances will any RCMP guests be bumped. In the event that a room of the type reserved is not available at time of arrival, the Contractor will provide an upgraded room at no additional cost.



## **Annex A Requirement**

### **Accommodation Requirements for Royal Canadian Mounted Police Dog Service Training Centre**

This requirement is for commercial accommodation for participants attending training at the RCMP Police Dog Service Training Centre in Innisfail, Alberta. The Project Authority must be allowed to view the property and rooms being offered at any time during the period of the contract.

Accommodations must include the following:

Property must:

Essentials (mandatory):

- be located within 40 kms of the Police Dog Service Training Centre in Innisfail, AB
- have a minimum Canada Select Star Rating of three (3) stars or CAA/AAA Diamond Rating of three (3) diamonds or greater (certificate will be required)
- have a hot tub/whirlpool and/or sauna
- have a front counter staffed 24 hours per day, 7 days per week
- have maintenance available on request
- have free parking

Amenities (to be evaluated):

1. On-site fitness facilities
2. On-site restaurant, offering breakfast, lunch and dinner
3. Property located in low traffic area
4. On-site laundry facilities
5. Enrolled in the Canada Green Key, Green Leaf Eco-Rating Program or LightStay Program (certificate will be required). Environmental friendly practices/policies such as guests are given the option to reuse linens and towels instead of having them replaced daily and various recycling.

#### **Requirement #1**

The number of rooms required at any given time can vary greatly. There could be the need for up to 40 rooms for various lengths of time during the period of April to October. A minimum of 24 rooms must be available for long term stays, ranging from 98 to 120 calendar days, over this period. Additional rooms may be required during this period and during the remainder of the year, for various lengths of time. Estimated number of daily bookings for one year could be as many as three thousand (3000). Guests must be able to check out of rooms on weekends with no weekend charge, and efforts are to be made that guests receive the same room on their return.

Room must have:

- king sized bed, single occupancy
- climate controls for air conditioning and heating in each guest room
- en suite bathroom with tub, shower, sink, and toilet
- daily housekeeping
- non-smoking
- separate living area with television
- microwave and fridge



- color television (minimum 32") with cable or satellite channels
- coffee maker
- iron and ironing board
- free High Speed Internet
- free local calls
- rooms quietest area of hotel/motel (less disturbance by staff or other guests).

## **Requirement #2**

Additional rooms may be required two or three times per year for a week at a time.

Rooms must have:

- two (2) double beds, double occupancy
- climate controls for air conditioning and heating in each guest room
- en suite bathroom with tub, shower, sink, and toilet
- daily housekeeping
- non smoking
- color television (minimum 32") with cable or satellite channels
- coffee maker
- iron and ironing board
- free High Speed Internet
- free local calls
- rooms to be in quietest area of hotel/motel (less disturbance by staff or other guests).





## **Annex B**

### **Basis of Payment**

Firm rates, in Canadian dollars excluding all taxes (i.e.: PST, GST, HST, Municipal Room Tax, Destination Marketing Fees), if applicable.

The period of the Contract is from 01 September 2014 to 31 December 2016 plus two (2) additional one (1) year period(s) under the same terms and conditions.

#### **Year One (01 September 2014 to 31 December 2015)**

##### **Requirement #1**

Nightly rate being offered \$\_\_\_\_\_per night

##### **Requirement #2 (rate not being evaluated)**

Nightly rate being offered \$\_\_\_\_\_per night

#### **Year Two (01 January 2016 to 31 December 2016)**

##### **Requirement #1**

Nightly rate being offered \$\_\_\_\_\_per night

##### **Requirement #2 (rate not being evaluated)**

Nightly rate being offered \$\_\_\_\_\_per night

#### **Option Year One (01 January 2017 to 31 December 2017)**

##### **Requirement #1**

Nightly rate being offered \$\_\_\_\_\_per night

##### **Requirement #2 (rate not being evaluated)**

Nightly rate being offered \$\_\_\_\_\_per night



**Option Year Two (01 January 2018 to 31 December 2018)**

Requirement #1

Nightly rate being offered \$\_\_\_\_\_per night

Requirement #2 (rate not being evaluated)

Nightly rate being offered \$\_\_\_\_\_per night



### **Annex C**

#### **Mandatory Technical Criteria**

Bidders are required to indicate whether or not they comply with the mandatory criteria.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided.

Upon request of the Project Authority a tour of the property and rooms being offered, may be requested prior to award of contract, to ensure the mandatory technical criteria are met.

Failure to meet any of the following criteria will render your proposal non-complaint and will be given no further consideration:

#### **Response**

Property must:

-be located must be within 40 kms  
of the Police Dog Service Training Centre ☐ Yes ☐ No

-have a minimum Canada Select Star Rating  
of three (3) stars or CAA/AAA Diamond  
Rating of three (3) diamonds or greater  
(copy of certificate must be provided with  
bid) ☐ Yes ☐ No

-have a hot tub/whirlpool or sauna ☐ Yes ☐ No

-have a front counter staffed 24 hours  
per day, 7 days per week with  
maintenance available when necessary ☐ Yes ☐ No

-free parking ☐ Yes ☐ No

#### **Requirement #1:**

Room must have:

-climate controls for air conditioning and  
heating in each guest room ☐ Yes ☐ No

-En suite bathroom with tub, shower, sink and toilet ☐ Yes ☐ No

-Daily housekeeping ☐ Yes ☐ No

-Non-smoking ☐ Yes ☐ No

-King sized bed ☐ Yes ☐ No



- Separate living area with television ☐ Yes ☐ No
- Microwave and fridge ☐ Yes ☐ No
- Color television (minimum 32") with cable or satellite channels ☐ Yes ☐ No
- Coffee maker ☐ Yes ☐ No
- Iron and ironing board ☐ Yes ☐ No
- Free High Speed Internet ☐ Yes ☐ No
- Free local calls ☐ Yes ☐ No
- Rooms to be in quietest area of hotel/motel (less disturbance by staff or other guests). ☐ Yes ☐ No

**Requirement #2** is not being evaluated but rooms offered must, as a minimum, be as described in Annex A, Requirement.



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**Annex D**  
**Point Rated Technical Criteria**

One point will be given for each amenity to a maximum of five points. Upon request of the Project Authority a tour of the property being offered, may be requested prior to award of contract, to ensure the amenities being offered are available. The Offeror should identify which of the following amenities their property offers:

1.1. On-site fitness facilities ☐ Yes ☐ No ☐ Points

1.2. On-site restaurant, offering breakfast, lunch and dinner ☐ Yes ☐ No ☐ Points

1.3. Property located in low traffic area ☐ Yes ☐ No ☐ Points

1.4. On-site laundry facilities ☐ Yes ☐ No ☐ Points

1.5. Environmental friendly practices, enrolled in the Canada Green Key or Green Leaf Eco-Rating Program or LightStay Program (copy of certificate must be provided with bid) ☐ Yes ☐ No ☐ Points

Total Technical Points



### Annex E Evaluation

Bidders meeting the mandatory technical criteria will be evaluated on both technical and cost points. The lowest priced offer is given all of the cost points and all other Bidders are assigned their cost points in the proportion of their price to the lowest price:

Lowest Proposal Price Requirement #1

Price of Proposal Being Evaluated X Total Cost Points of 30.00 = Cost Points

Offeror:				
	Technical Points	Price	Cost Points	Total Points
a) Year 1				
b) Year 2				
c) Option Year 1				
d) Option Year 2				
			Total Points a + b + c + d =	

Bidder(s) meeting the mandatory technical criteria will be evaluated and the Bidder with the highest combined technical and cost points for the three (3) years will be recommended for award of contract.

Example to demonstrate evaluation calculations:

Company A is awarded 3 points in Annex C, Point Rated Technical Criteria and is offering for Requirement #1 \$67.00 per night

Company B is awarded 5 points in Annex C, Point Rated Technical Criteria and is offering for Requirement #1 \$70.00 per night

Company C is awarded 4 points in Annex C, Point Rated Technical Criteria and is offering for Requirement #1 \$64.00 per night

Company D is awarded 0 points in Annex C, Point Rated Technical Criteria and is offering for Requirement #1 \$60.00 per night



Offeror	Technical Points	Price	Cost Points	Total Points
A	3	67.00	26.67	29.67
B	5	70.00	25.71	30.71
C	4	64.00	28.13	32.13
D	0	60.00	30.00	30.00

- A)  $\frac{60.00}{67.00} \times 30 = 26.67$  Cost Points
- B)  $\frac{60.00}{70.00} \times 30 = 25.71$  Cost Points
- C)  $\frac{60.00}{64.00} \times 30 = 28.13$  Cost Points
- D)  $\frac{60.00}{64.00} \times 30 = 30.00$  Cost Points

Company C would be the successful bidder in this scenario.