



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

Bid Receiving/Réception des soumissions
Procurement & Contracting Services / Services
d'acquisitions et des marchés.
Visitor Center
73 Leikin Drive/73, promenade Leikin
Visitor Center
Ottawa, Ontario K1A 0R2
Attn: Megan McCoy

**SOLICITATION
AMENDMENT**

**MODIFICATION DE
L'INVITATION**

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions
of the Solicitation remain the same.

Ce document est par la présente révisé; sauf
indication contraire, les modalités de
l'invitation demeurent les mêmes.

Comments: - Commentaries :

Title – Sujet Hotel Guestrooms and Meeting Space		Date August 7, 2014
Solicitation No. – N° de l'invitation 201501206		Amendment No. – N° de la modification 002
Client Reference No. - No. De Référence du Client 201501206		
Solicitation Closes – L'invitation prend fin		
At / à :	02:00 P.M.	EDT(Eastern DaylightTime) HAE (heure avancée de l'Est)
On / le :	September 10, 2014	
F.O.B. – F.A.B Destination	GST – TPS See herein	Duty – Droits See herein
Address Inquiries to – Adresser toute demande de renseignements à Allison Graham		
Telephone No. – No. de téléphone 613-843-6679		Facsimile No. – No. de télécopieur 613-825-0082

Delivery Required – Livraison exigée See herein	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
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)	
Signature	Date



This amendment is raised to address the following:

- To respond to questions received during the solicitation period; and
- To revise the solicitation accordingly, as applicable.

QUESTIONS AND ANSWERS - SERIES 1

Question 1: Can we please get an address for "downtown Phoenix" to base the 15 mile radius from?

Answer 1: The radius to be measured from is the Maricopa County Jail. The address is 201 S. 4th Ave Phoenix, Arizona.

Question 2: Will radius be measured by Google Maps, Map Quest, or other?

Answer 2: We suggest using Google maps.

Question 3: If a bidder cannot accommodate all of your dates for training, are they still able to bid on what they can accommodate?

Answer 3: The intent is to use one property for all of the dates.

Question 4: Do you have a specific budget or target rate you need to be within for your training?

Answer 4: No maximum budget is stipulated in the RFP. The responsive bid with the lowest evaluated price will be recommended for award of a contract. The Crown retains the right to negotiate with suppliers.

Question 5: Will the rooms be single or double occupancy?

Answer 5: Single Occupancy. Please refer to Annex A – Statement of Work, Section 2.1, a) for the details.

Question 6: Will the training sessions be consecutive stays (will the attendees stay the entire duration of the training)?

Answer 6: Yes, attendees will stay the entire duration of the training. Please refer to Annex A – Statement of Work, Section 2.1, a) for more details on the duration of their stays.

Question 7: Do the rates need to be inclusive of breakfast?

Answer 7: Yes. Please refer to Annex A – Statement of Work, Section 2.1, a) for the details.

Question 8: What type of meeting space will be needed during the training?

Answer 8: Please refer to Annex A – Statement of Work, Section 2.2 for the details.

Question 9: Will there be any food and beverage in the meeting space?

Answer 9: We would request water in the meeting room. On the three alcohol correlation workshop days we **may** make arrangements with the hotel to purchase food for the volunteer subjects. Otherwise, all candidates and instructors are on their own for meals and beverages, with the exception of breakfast, which is to be included in the guest room rate.

Question 10: What type of concessions/discounts would you like to have?

Answer 10: All requirements can all be found at Annex A – Statement of Work.



Question 11: Will this be a rooming list or individual call-in?

Answer 11: A rooming list will be provided for each session. Please refer to Annex A – Statement of Work, Section 4 for the details.

Question 12: Are these training sessions mandatory for the attendees?

Answer 12: Yes, the training sessions are mandatory for all attendees.

Question 13: The requirements indicate 5 scheduled courses between October, 2014 and March 2015. If our Hotel cannot accommodate all of the courses, can we submit a bid for the courses that we can accommodate or would this be considered an incomplete bid?

Answer 13: Please refer to Answer 3 above.

SOLICITATION REVISIONS

1) On page 1 of the RFP, correct the time zone

DELETE:

Solicitation Closes – L'invitation prend fin		
At /à :	02:00 P.M.	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	September 10, 2014	

INSERT:

Solicitation Closes – L'invitation prend fin		
At /à :	02:00 P.M.	EDT (Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	September 10, 2014	

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME