

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

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

Title - Sujet Camp de voile Estrie	
Solicitation No. - N° de l'invitation W3380-14Z007/A	Date 2015-03-04
Client Reference No. - N° de référence du client W3380-14-Z007	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-309-13145	
File No. - N° de dossier MTA-4-37244 (309)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-20	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paradis, Mary	Buyer Id - Id de l'acheteur mta309
Telephone No. - N° de téléphone (514) 496-3874 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE URSC (EST) GARRISON ST JEAN C.P 100 Succursale Bureau-chef Richelain Québec J0J1R0 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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

Delivery Required - Livraison exigée .	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° 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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Del. Offered Liv. offerte
						Destination	FOB/FAM Plant/Usine	
1	Camp de voile Estrie Details of the requirement are hereby attached.	W3380	W3380	1	lot	\$	XXXXXXXXXXXX	

Solicitation No. - N° de l'invitation

W3380-14Z007/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-4-37244

Buyer ID - Id de l'acheteur

mta309

Client Ref. No. - N° de réf. du client

W3380-14-Z007

CCC No./N° CCC - FMS No/ N° VME

See clauses hereby enclosed.

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements for this requirement.

1.2 Statement of Requirement

The requirement is detailed under Annexe 'A' .

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

This requirement is exempt from the provisions of the North American Free Trade Agreement (NAFTA) , and the Agreement on Internal Trade (AIT).

"The requirement is subject to a preference for Canadian goods and/or services."

PART 2 - BIDDER INSTRUCTIONS

2.1 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.

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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part 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

2.2 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.

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion.

Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Former Public Servant

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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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 FPSs 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.

2.4 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical criteria as stipulated at Annex A – Statement of requirement.

THE DEPARTMENT OF NATIONAL DEFENCE WILL VISIT THE FACILITIES OF THE LOWEST BIDDER IN ORDER TO VALIDATE THE CONFORMITY OF THE SITE AND SERVICES PROPOSED AS PER THE STATEMENT OF REQUIREMENT AT ANNEXE A OF THE PRESENT DOCUMENT. FAILURE TO CONFORM IN ITS ENTIRETY OF THE REQUIREMENTS MENTIONED IN THIS DOCUMENT , WILL RENDER THE BID NON RESPONSIVE.

IF THE BIDDER IS FOUND TO BE NON CONFORME, WE WILL CONTINUE TO EVALUATE THE NEXT LOWEST BID UNTIL WE FIND A RESPONSIVE BID.

4.1.2 Financial Evaluation

The evaluated price of bids will be determined by the quantities submitted in Annex C – Basis of payment.

The financial evaluation will be done on a per item basis for each year.
Example 2015 -2016 : For a specific service: Quantity x unit price = total for that service.
The sum of all the services is the total price for 2015-2016.

The total calculation will be made for each year. Following this, the sum of all the three year totals of all the services will be added to obtain the lowest evaluated price.

IT IS MANDATORY TO COMPLETE ALL THE PRICES IN THIS ANNEX 'C' FOR ALL THREE YEARS (2015-2018). FAILURE TO DO SO WILL RENDER THE BID NON RESPONSIVE.

SECTION A: THESE ARE ESSENTIAL SERVICES

SECTION B. THIS SERVICE IS FOR ADDITIONAL PARTICIPANTS/VISITORS

NOTE:

SECTION B: THE PRICES IN THIS SECTION ARE REQUIRED FOR INFORMATION PURPOSES AND WILL NOT BE TAKEN INTO CONSIDERATION IN THE FINANCIAL EVALUATION.

SACC Manual Clauses

A0220T (2014-06-26) Evaluation of Price
C3011T (2013-11-06) Exchange rate fluctuation

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory technical criteria

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

Canada reserves the right to award one contract for this requirement.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 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 inform the Bidder of a time frame within which to provide

the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 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.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - 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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

5.1.3.2 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and availability of resources

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Requirement

The Contractor must provide services such as lodging, food , storage and facilities to conduct weekend sailing (motor boat and canoe courses) for the Eastern Region Sea Cadets which will be held in the Lanaudière Region, P. quebec in accordance with the Statement of Requirement at Annex " A".

6.3 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.

6.3.1 General Conditions

2010C (2014-09-25) , General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 01 April 2015 to March 31, 2016 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 (two) additional 1 (one) year periods 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: MARY PARADIS
Title: ACTING SUPPLY SPECIALIST
Public Works and Government Services Canada
Acquisitions Branch
Directorate: QUEBEC REGION
Address: 800 rue de la Gauchetière, ouest
Montréal, Quebec

Telephone: 514-496-3874
Facsimile: 514-496-3822
E-mail address: mary.paradis@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.

6.5.2 Project Authority

The Project Authority for the Contract is: *(To be divulged at the award phase)*

Name: _____
Title: _____
Organization: _____
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.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Address: _____
Telephone : _____
Facsimile: _____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex C- Basis of payment for a cost of \$ _____. 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.

6.7.2 Limitation of expenditure

1. Canada's total liability to the contractor under the contract must not exceed \$ _____ (to be completed at contract award). Applicable taxes are extra.
2. No increase in the total liability of Canada or in the price of the work resulting from any design changes, modifications or interpretations of the work, will be authorized or paid to the contractor unless these changes , modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the work. The contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. When it is 75 percent committed, or
 - b. Four (4) months before the contract expiry date, or
 - c. As soon as the contractor considers that the contract funds provided are inadequate for the completion of the work, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the contracting authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Limitation of Price

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

6.7.4 SACC Manual clause H1001C (2008-05-12) Multiple payments

6.7.5 Option to extend the contract

During the contractor will be paid the firm price of \$ _____(for year 2016-2017) to perform all the work in relation to the contract extension.

During the contractor will be paid the firm price of \$ _____(for year 2017-2018) to perform all the work in relation to the contract extension

6.7.6 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department
C0100C (2010-01-11) Discretionary Audit – Non commercial Goods and/or Services

6.8 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.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

6.9.2 SACC Manual Clauses

A3060C (2008-05-12) Canadian content certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

6.11 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 (2014-06-26) General conditions – services(Medium complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Menu, and Meals and Lodging Schedule;
- (e) Annex C, Basis of payment;
- (f) the Contractor's bid dated _____, as clarified/amended on _____.

6.12 SACC Manual Clauses

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

ANNEX "A"

STATEMENT OF REQUIREMENT

Sailing activities, The Estrie Region

2015-2018

1. DESCRIPTION OF REQUIREMENT

Provide the services and facilities required for conducting weekend sailing courses for a maximum of 600 sea cadets from Eastern Region. This contract is required for one (1) year (2015-2016) with possibility of extension of two (2) years 2016 -2017 and 2017-2018. During the year 2015-2016, the contract will start the 1st April until de 31st March 2016. Storage service is also required during year long. For the first year of contract, no services are required during spring season. As shown under Annexe 'B' - 'Menu and Meals and Lodging Schedule, services will be provided only in autumn season.

The specific needs are as follows:

- a. Provide separate lodgings needed to accommodate boys and girls, including access to washrooms and shower rooms;
- b. The number of cadets will be from 50 to 120 for each week end, the cadets would be on site at 1930 hrs on Fridays to 1800 hrs on Sundays;
- c. It is possible that during sailing formation that quarters and meals would not be required but the equipment in storage and classroom would have to be available;
- d. Provide access to a campground;
- e. Provide access to an electric washer and dryer;
- f. A classroom available at all times;
- g. Allow use of a basement and/or a room on the lower level for storing various items of sailing equipment and drying sails during the sailing courses;
- h. Allow use of a portion of the beach for storing sixteen (16) sailboats, three (3) rowboats, twelve (12) canoes, and a closed trailer;
- i. Provide food services on the dates, at the times, and in the quantities detailed in the table at annex B, following the menu plan in Annex B, for a maximum of 600 participants for the four (4) weekends;
- j. Provide a fixed, safe dock for mooring three (3) 27-foot whalers and three (3) rowboats;
- k. Provide unheated storage for the boats during the period that site is utilized;
- l. Provide a washing station nearby the Camp to allow DND to wash all the boats brought onto the site in accordance with the municipal bylaws concerning zebra mussels. The camp will invoice DND for this service at the end of each period of operations (spring and fall), once the amount is known, if necessary;
- m. The camp must carry out weekly check of the DND equipment and to notify DND in the event of theft or vandalism.

2. SPECIFIC CONDITIONS

- a. The total number of participants, including staff, cannot exceed 600 for the four (4) weekends of scheduled activities listed in the table below at annex E. The expected number of participants will be confirmed by telephone no later than noon on the Tuesday before the scheduled activity. Even though these reservations are made four (4) days before the activity, the number of participants might still vary if some cadets decide at the last minute not to take part in the weekend's activities. Consequently, in the event that the number of participants is less than 90% of the number of reservations made, DND undertakes to pay for the difference between that number and 90% of the number of participants for whom reservations were made.
- b. DND agrees to pay for repair of any damage caused by its personnel to equipment, buildings or furnishings of buildings used by them. However, any such damage must be verified and authenticated by the military director of the site.

3. REQUIREMENTS :

1. Must have a body of water at least 1 km in length and at least 2 meters deep.
2. Must have a safe body of water (limited pleasure boat traffic).
3. Must have a body of water where use of gasoline-powered motorboats is allowed.
4. Must have access to a slipway that can support boats weighing at least 2,000 lbs.
5. Must have enough docks to accommodate at least 6 motorboats.
6. Must have a body of water allowing sailing.
7. Must be able to lodge at least 100 people less than 1 km from the body of water.
8. Must have access to a cafeteria and food services to feed at least 100 people less than 1 km from the body of water.
9. Must have access to a hospital less than 30 minutes away from the body of water.
10. Must be located within a 60 km radius of Magog (Quebec) centre town.

ANNEXE 'B'

MENU

BREAKFAST

- (1) A fruit or fruit juice or vegetable juice; and
- (2) (a) cereal; or
(b) 2 eggs, any style; or
(c) a breakfast dish (for example, pancakes, French toast, etc); and
- (3) one type of breakfast meat, plus cheese or yogurt; and
- (4) one starchy food or potatoes (for example, baked beans, hash browns, etc); and
- (5) two types of bread with margarine and jams; and
- (6) a choice of 2 hot and cold beverages, 200 mL each (hot chocolate, coffee, tea) including milk.

LUNCH and/or DINNER

- (1) one soup or the equivalent (potage, vegetable juice, tomato juice); and
- (2) two protein dishes, hot and freshly prepared with the appropriate condiments; and
- (3) a potato or equivalent (for example, rice, noodles, etc); and
- (4) another hot vegetable; and
- (5) salads and raw vegetables;
- (6) two choices of dessert; and
- (7) breads, margarine, condiments; and
- (8) a choice of two hot and cold beverages, 200 mL each (tea, coffee) including milk.

BOXED LUNCHES

- (1) a sliced meat sandwich and a sandwich with mixed filling or a cold plate with meat, poultry or fish, rolls, etc; and
- (2) salad or raw vegetable sticks; and
- (3) appropriate condiments for the sandwiches and salad; and
- (4) fresh or canned fruit; and
- (5) a pastry; and
- (6) two beverages, including milk.

ENERGY SUPPLEMENTS

An energy supplement consists of a beverage and a food (pastry, fruit or cookies, individually wrapped).

Meals and Lodging Schedule

2015 – 2016

DATE	BREAKFASTS 07:00 à 08:00	LUNCHESES 12:00 à 13:00	DINERS 17:00 à 18:00	Energizing supplements 20:15 –Saturday 16:30- Sunday	NIGHTS	Only Site utilization and Community hall during emergency
11 sept. 2015					X	
12 sept. 2015	X	X	X	X	X	
13 sept. 2015	X	X	X			
18 sept. 2015					X	
19 sept. 2015	X	X	X	X	X	
20 sept. 2015	X	X	X			
25 sept. 2015					X	
26 sept. 2015	X	X	X	X	X	
27 sept. 2015	X	X	X			
3 oct. 2015					X	
4 oct. 2015	X	X	X	X	X	
5 oct. 2015	X	X	X			
Total:	Max: 960	Max: 960	Max: 960	Max: 480	Max: 960	

Note:

The dates for the other years will be almost similar to this year and will be provided to the supplier before the beginning of the next year.

ANNEX ' C'

BASIS OF PAYMENT

(Sept-Oct 2015-2016)

IT IS MANDATORY TO COMPLETE ALL THE PRICES IN THIS ANNEX 'C' FOR ALL THE THREE YEARS (2015-2018). IF THIS IS NOT RESPECTED , YOUR BID WILL BE REJECTED.

SECTION A: THESE ARE ESSENTIAL SERVICES

SECTION B. THIS SERVICE IS FOR ADDITIONAL PARTICIPANTS/VISITORS

- A . DND will pay the * lump-sum price of \$_____ per individual per weekend, and the nominal roll of participants will be used to determine the number of persons receiving the services with the needs identified in the table in Annex B – Menu & Meals and Lodging Schedule.

A. SAILING PROGRAM - 2015-2016

Service	Quantity per weekend	Unit price	Total
RESIDENCES	2 Nights	\$ _____	\$ _____
BREAKFASTS	2 maximum	\$ _____	\$ _____
LUNCHES	2 maximum	\$ _____	\$ _____
SOUPERS	2 maximum	\$ _____	\$ _____
ENERGY SUPPLEMENTS	1 maximum	\$ _____	\$ _____
a.Total per individual per weekend			\$ _____
b.Total *lump sum per individual per weekend ('a' plus 'b')			
Note: The lump sum paid by DND covers all the expenses (canoes, lodging, food service, storage, use of the site, etc) and the camp cannot claim any additional amount for utility bills, insurance, or any other similar expenses.			\$ _____
c.Total lump sum per individual per weekend for 120 individuals (b x 120)			\$ _____
d.Total lump sum per individual per weekend for 120 individuals for 4 weekends (c x 4)			\$ _____

- B. The following breakdown of the cost of a weekend will be used to establish the price to be paid by DND for any additional participants or visitors who only receive part of the service.

Solicitation No. - N° de l'invitation
W3380-14Z007/A
Client Ref. No. - N° de réf. du client
W3380-14Z007

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-4-37244

Buyer ID - Id de l'acheteur
MTA309
CCC No./N° CCC - FMS No./N° VME

- Friday overnight stay: \$ _____
- Saturday breakfast: \$ _____
- Saturday lunch: \$ _____
- Saturday dinner: \$ _____
- Saturday snack: \$ _____
- Saturday overnight stay: \$ _____
- Sunday breakfast: \$ _____
- Sunday lunch: \$ _____
- Sunday dinner: \$ _____

Total for the weekend: \$ _____

- Use of the grounds and an emergency building: \$ _____ per day

ANNEX ' C'

BASIS OF PAYMENT

(Sept-Oct 2016-2017)

IT IS MANDATORY TO COMPLETE ALL THE PRICES IN THIS ANNEX 'C' FOR ALL THE THREE YEARS (2015-2018). IF THIS IS NOT RESPECTED , YOUR BID WILL BE REJECTED.

SECTION A: THESE ARE ESSENTIAL SERVICES

SECTION B. THIS SERVICE IS FOR ADDITIONAL PARTICIPANTS/VISITORS

- A . DND will pay the * lump-sum price of \$_____ per individual per weekend, and the nominal roll of participants will be used to determine the number of persons receiving the services with the needs identified in the table in Annex B – Menu & Meals and Lodging Schedule.

A. SAILING PROGRAM - 2016-2017

Service	Quantity per weekend	Unit price	Total
RESIDENCES	2 Nights	\$ _____	\$ _____
BREAKFASTS	2 maximum	\$ _____	\$ _____
LUNCHES	2 maximum	\$ _____	\$ _____
SOUPERS	2 maximum	\$ _____	\$ _____
ENERGY SUPPLEMENTS	1 maximum	\$ _____	\$ _____
a.Total per individual per weekend			\$ _____
b.Total *lump sum per individual per weekend (‘a’ plus ‘ b’)			\$ _____
Note: The lump sum paid by DND covers all the expenses (canoes, lodging, food service, storage, use of the site, etc) and the camp cannot claim any additional amount for utility bills, insurance, or any other similar expenses.			
c.Total lump sum per individual per weekend for 120 individuals (b x 120)			\$ _____
d.Total lump sum per individual per weekend for 120 individuals for 4 weekends (c x 4)			\$ _____

- B. The following breakdown of the cost of a weekend will be used to establish the price to be paid by DND for any additional participants or visitors who only receive part of the service.

Solicitation No. - N° de l'invitation
W3380-14Z007/A
Client Ref. No. - N° de réf. du client
W3380-14Z007

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-4-37244

Buyer ID - Id de l'acheteur
MTA309
CCC No./N° CCC - FMS No./N° VME

- Friday overnight stay: \$ _____
- Saturday breakfast: \$ _____
- Saturday lunch: \$ _____
- Saturday dinner: \$ _____
- Saturday snack: \$ _____
- Saturday overnight stay: \$ _____
- Sunday breakfast: \$ _____
- Sunday lunch: \$ _____
- Sunday dinner: \$ _____

Total for the weekend: \$ _____

- Use of the grounds and an emergency building: \$ _____ per day

ANNEX ' C '

BASIS OF PAYMENT

(Sept-Oct 2017-2018)

IT IS MANDATORY TO COMPLETE ALL THE PRICES IN THIS ANNEX 'C' FOR ALL THE THREE YEARS (2015-2018). IF THIS IS NOT RESPECTED , YOUR BID WILL BE REJECTED.

SECTION A: THESE ARE ESSENTIAL SERVICES

SECTION B. THIS SERVICE IS FOR ADDITIONAL PARTICIPANTS/VISITORS

- A . DND will pay the * lump-sum price of \$_____ per individual per weekend, and the nominal roll of participants will be used to determine the number of persons receiving the services with the needs identified in the table in Annex B – Menu & Meals and Lodging Schedule.

A. SAILING PROGRAM - 2017-2018

Service	Quantity per weekend	Unit price	Total
RESIDENCES	2 Nights	\$	\$
BREAKFASTS	2 maximum	\$	\$
LUNCHESES	2 maximum	\$	\$
SOUPERS	2 maximum	\$	\$
ENERGY SUPPLEMENTS	1 maximum	\$	\$
a.Total per individual per weekend			\$
b.Total *lump sum per individual per weekend (‘a’ plus ‘ b’)			\$
Note: The lump sum paid by DND covers all the expenses (canoes, lodging, food service, storage, use of the site, etc) and the camp cannot claim any additional amount for utility bills, insurance, or any other similar expenses.			
c.Total lump sum per individual per weekend for 120 individuals (b x 120)			\$
d.Total lump sum per individual per weekend for 120 individuals for 4 weekends (c x 4)			\$

- B. The following breakdown of the cost of a weekend will be used to establish the price to be paid by DND for any additional participants or visitors who only receive part of the service.

Solicitation No. - N° de l'invitation
W3380-14Z009/A
Client Ref. No. - N° de réf. du client
W3380-14Z009

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-4-37246

Buyer ID - Id de l'acheteur
MTA309
CCC No./N° CCC - FMS No./N° VME

- Friday overnight stay: \$ _____
- Saturday breakfast: \$ _____
- Saturday lunch: \$ _____
- Saturday dinner: \$ _____
- Saturday snack: \$ _____
- Saturday overnight stay: \$ _____
- Sunday breakfast: \$ _____
- Sunday lunch: \$ _____
- Sunday dinner: \$ _____

Total for the weekend: \$ _____

- Use of the grounds and an emergency building: \$ _____ per day