

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Hotel Amenities San Diego	
Solicitation No. - N° de l'invitation W3435-15H038/A	Date 2015-09-17
Client Reference No. - N° de référence du client W3435-15H038	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-68012	
File No. - N° de dossier lp003.W3435-15H038	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-02	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Jacynthe	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (819) 420-2995 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Travel Procurement Services Division/Division des services
d'approvisionnement en voyage
Place du Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

Delivery Required - Livraison exigée See Herein	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

REQUEST FOR PROPOSAL

HOTEL AMENITIES SAN DIEGO, CALIFORNIA (CA) USA FOR THE DEPARTMENT OF NATIONAL DEFENSE (DND)

PART 1 - GENERAL INFORMATION

- 1.1 Statement of Requirement
- 1.2 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1 Security Requirement
- 6.2 Statement of Requirement
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Proactive Disclosure of Contracts with Former Public Servants
- 6.7 Payment
- 6.8 Invoicing Instructions
- 6.9 Certifications
- 6.10 Applicable Laws
- 6.11 Priority of Documents
- 6.12 Insurance
- 6.13 Renovations

List of Annexes:

- Annex A Statement of Requirement
- Annex B Basis of Payment
- Annex C Information and Contacts

PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

The Canadian Armed Forces (CAF), 435 Squadron, will be deploying to San Diego, CA, U.S.A, in support of Exercise Cougar South 15 – Part 2. The anticipated period of the operation is from 23 Oct to 25 Nov 2015 (inclusive). These dates and number of people could vary. The CAF will require contracted support for accommodations, hotel amenities and laundry service.

The Contractor will provide accommodations services in single and double occupancy to 72 Canadian Armed Forces (CAF) personnel from October 23 to November 25 2015, for a total of 499 room nights. The requirement for rooms and number of personnel vary.

The Contractor must ensure that accommodations are located no further north than downtown San Diego, 1424 Continental st, San Diego, CA, 92154. Within 2.0 Km of Downtown/Gaslamp (333 W Harbor Dr, San Diego) and 3.0 Km of Coronado area (2000 2nd st, Coronado, CA). Google Maps will be using to calculate distances.

Statement of Requirement is detailed at Annex A.

1.2 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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
(<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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

2.3 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.

2.3 Enquiries - Bid Solicitation

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

2.4 Applicable Laws

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

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 (1 copy)

Section II: Financial Bid (1 copy)

Section III: Certifications (1 copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (<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 s and how they will carry out the Work. Refers to Annex A – Statement of Requirement.

Section II: Financial Bid

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

Exchange Rate Fluctuation

C3010T (2014-11-27) Exchange Rate Fluctuation Risk Mitigation

Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

- () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.
The following credit card(s) are accepted:

- () VISA
- () MasterCard
- OR
- () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion.

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders are required to comply with all the mandatory criteria below 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.

M.1 The Contractor must ensure that accommodations are located no further north than downtown San Diego, 1424 Continental st, San Diego, CA, 92154. Within 2.0 Km of Downtown/Gaslamp (333 W Harbor Dr, San Diego) and 3.0 Km of Coronado area (2000 2nd st, Coronado, CA). Google Maps will be using to calculate distances.

M.2 Accommodations must include all services required at Annex A – Statement of Requirement.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

4.2 Basis of Selection

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.

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.2.2 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.

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 Requirement

There is no security requirement associated with the requirement.

6.2 Statement of Requirement

The Contractor must provide the services described at Annex A - Statement of Requirement.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<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 (2015-07-03), 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 the issuance of contract until 2015-11-25, inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jacynthe Tremblay
Supply Specialist
Public Works and Government Services Canada
Travel Procurement Services Division - LP
11 Laurier Street, 6B3-37, Gatineau QC K1A 0S5

Telephone: 819-420-2995

Facsimile: 819-956-4944

E-mail address:

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 inserted at Contract award.***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Procurement Authority

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

To be added at Contract award

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit rates, as specified in Annex C - Basis of Payment, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

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

6.7.3 Exchange Rate Fluctuation Adjustment

SACC Manual clause C3015C (2014-11-27) Exchange Rate Fluctuation Adjustment

6.7.4 Method of Payment – Single Payment

Canada will pay the Contractor upon delivery of work, after each event, in accordance with the payment provisions of the Contract, if:

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

6.7.5 Payment of Invoices by Credit Card will be updated at award if accepted.

The credit card _____ is accepted.

OR

The credit cards _____ and _____ are accepted.

6.8 Invoicing

6.8.1 Invoicing Instructions

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.

6.8.1.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment. ***To be inserted at Contract award***

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.

6.10 Applicable Laws

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

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 (2015-07-03), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Requirement;
- (d) annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

6.12 Insurance Requirements

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

6.13 Renovations

The Contractor agrees to give a thirty (30) days' notice of any construction or remodeling to be performed in the property, which might interfere with the participants' safety and/or comfort. In such case, Canada may terminate the contract at any time without liability or cancellation fees. If Canada elects to terminate this contract in accordance with this provision, the Contractor must, if requested by Canada, use its best effort to assist Canada in locating an alternate accommodation establishment with comparable facilities at a comparable price and to offset additional costs incurred by Canada in order that it can relocate.

ANNEX A - STATEMENT OF REQUIREMENT

1. Background

The Canadian Armed Forces (CAF), 435 Squadron, will be deploying to San Diego, CA, U.S.A, in support of Exercise Cougar South 15 – Part 2. The anticipated period of the operation is from 23 Oct to 25 Nov 2015 (inclusive). These dates and number of people could vary. The CAF will require contracted support for accommodations, hotel amenities and laundry service.

1.1 Scope

The purpose of this contract is to obtain accommodations, hotel amenities and laundry services on an as required basis.

2. Technical Requirements

2.1 Hotel Accommodations and Amenities

2.1.1 The Contractor must ensure that accommodations are located in a safe and quiet environment to allow rest for shift-workers (higher floors preferred);

2.1.2 The Contractor must ensure that accommodations are located no further north than downtown San Diego, 1424 Continental st, San Diego, CA, 92154. Within 2.0 Km of Downtown/Gaslamp (333 W Harbor Dr, San Diego) and 3.0 Km of Coronado area (2000 2nd st, Coronado, CA). Google Maps will be using to calculate distances.

2.1.3 The Contractor should ensure that CAF personnel are not relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue, or unless it is requested by the DND Technical Authority.

2.1.4 Room Requirements:

a. The Contractor must provide to the best of their abilities, rooms as follows:

Date 2015	Total Persons.	Single Occupancy Rooms	Double Occupancy Rooms	Number of Nights
23 Oct – 07 Nov	22	8	7	15
07 Nov – 08 Nov	28	10	9	1
08 Nov – 25 Nov	22	8	7	17

The above dates and quantities are provided in good faith. Final requirements will be communicated as soon as possible.

b. Each room must have at a minimum: i. Single or double bed with clean comfortable bedding and newer mattress. A sofa bed or cot will not be acceptable;

ii. Private full bath with a minimum of a toilet, sink and shower;

iii. Capability of completely blocking out light during the day, if available i.e. blackout curtains or shutters, to allow rest for shift-workers;

iv. One key to the room for each person;

v. Telephone capable of making international calls. Personnel will pay phone charges at time of check out.

The Department of National Defence will not be invoiced for personal calls made from rooms;

vi. Either an alarm clock or easy access to reliable wake-up call services;

vii. Television;

viii. If available, a fridge and microwave is preferred in each room.

2.1.5 Hotel Services:

a. It is requested that the proposed hotel provide early check-in and late check-out services as required to accommodate flight changes. If not feasible, in lieu of early or late check-out, a secured luggage storage area can be provided.

b. Hot buffet breakfast to be provided for 12 people from Monday – Friday, for 22 people on Saturday and Sunday, and for 28 people on 08 Nov) as follows:

i. available from 07.00 to 09.00 at a minimum

ii. hot beverages, including coffee

iii. assorted juices and milk

iv. assorted breads

v. assorted pastries

vi. cereal

vii. condiments, including jams and spreads

viii. egg dishes or hard boiled eggs

ix. assorted hot and cold meats such as bacon and sausage

c. Cleaning requirements must be provided as follows:

i. cleaned including bathrooms, daily;

ii. beds made up, daily;

iii. hand-towels, bath towels washcloths and bath mat must be changed daily;

iv. fresh towels, soap and shampoo sufficient for the number of personnel in each room

v. provided daily;

vi. at least one (1) sanitized (cleaned or disinfected is acceptable) drinking glass per person.

vii. linen must be changed at least once a week

d. High speed internet must be available on-site. It is preferable that the internet be wireless and accessible throughout common areas, including guest rooms and conference rooms. If wireless connections are not available, wired connections are acceptable; and

e. Laundry services: It is requested that the proposed hotel have laundry services on-site, or that the hotel is capable of providing access to a laundry service as required. A list of laundry prices is required;

2.1.6 Amenities:

a. Contractor must provide access to all hotel amenities for the duration of the personnel's stay;

b. 7 X parking spaces.

2.2 Laundry Services

2.2.1 The Contractor must provide laundry (wash and dry) services or have 2x washers and 2x dryers on site available for use.

2.2.2 The following will be applicable if only laundry service is available on site:

2.2.2.1 Estimated quantities for domestic laundry per member:

- a. The Contractor must be able to handle laundry volumes up to a maximum of 15kg per week, per person.
- b. Examples of clothing include: Trousers (any type), Shirts, T- Shirts, Track Pants, Sweaters, Pyjamas, Caps/Hats, Blouses, Skirts, Dresses, Shorts, Brassieres, Socks, Underwear, Uniform Pants, Uniform Shirts, Overalls, Bath Towels, Gym Outfits.

2.2.3 Laundry Tracking Procedure:

- a. The laundry service shall include sorting, washing, drying, folding and returning the items in the laundry bag tagged (named) for each individual.
- b. Laundry must be weighed at the drop-off point and recorded by the member and the hotel.

2.2.4 Laundry Pick-Up and Delivery:

- a. Pick-up and delivery must take place in a secured designated site within the hotel, agreed upon with the on-site DND Technical Authority. Exact dates for laundry pick-up and delivery will be specified by the DND Technical Authority.

2.2.5 Constraints for Laundry Services

- a. The Contractor shall only use hypoallergenic washing powder, detergents, and other additives and compounds that guarantee a good washing and cleaning effect and gentle treatment of textiles.
- b. The Contractor shall provide services with a turnaround time of no longer than 48 hours. Turnaround time includes the time the bagged dirty laundry is picked up at DND's location to the return of clean, dry and folded laundry to the original location.

2.2.6 Contractor Responsibilities

- a. The Contractor must respond back to the CAF Point of Contact within 24 hours of being advised of discrepancies and advise the CAF Point of Contact of the corrective action.
- b. The Contractor shall assure that clothing and textiles from CAF unit/location, and any other customer/client, is carefully segregated to prevent loss and mix-up.
- c. Any items that are found among the garments and textiles shall be returned by the Contractor. If ammunition, explosive substances, or other contraband are found, the Contractor shall immediately inform the CAF Point of Contact for disposal.
- d. The Contractor shall provide all equipment and supplies necessary to perform this service at their own facilities.

e. The Contractor's obligation is to ensure minimum lost, stolen and damaged items. The Contractor will be financially liable for any lost, stolen or damaged items.

f. At time of laundry drop-off, Contractor shall verify the weight. Contractor shall only charge for the weight recorded as having been received. Invoicing shall reflect these weights.

g. The Contractor shall provide a copy of the order for each laundry bag with each clean laundry bag delivered, to be used for reconciliation with each invoice.

2.2.7 CAF Responsibilities

a. Each CAF member will be responsible for dropping off their laundry bag along with a completed form of the laundry contents. The CAF Representatives will be made known to the contractor ahead of time.

b. CAF staff must advise the CAF on-site Technical Authority or his/her designate of any discrepancies/issues, who will in turn advise the Contractor.

c. Laundry cost will be based on actual expenditure.

2.3 On-Site Representative Requirements

2.3.1 The Contractor must designate a representative for the duration of the Contract. The on-site representative must have the authority to liaise with authorized CAF personnel and facilitate the coordination and completion of the services.

2.3.2 The Contractor must provide a contact number that may be used 24/7 for the on-site representative to respond to any CAF queries.

3 Quality Assurance

3.1 Discrepancy in the Provision of Services

3.1.1 The Contractor will ensure that all of the requirements outlined in this Statement of Requirement are met at all times. Discrepancies in the provision of services to the required standard shall be first dealt with by the liaison staff at the hotel and escalated to the Technical Authority and the DND Procurement Authority if the issue remains unsolved

3.1.2 DND reserves the right to inspect the items and if specified standards are not met, items will be re-laundered until specifications are met. This will be done at no additional cost to DND.

4. Room Cancellation

4.1 There is no penalty charge for 10 or less room cancellations if 24 hour notice is provided.

4.2 There is no penalty charge for more than 10 room cancellations if 14 days of notice is provided.

5. Termination

5.1 CAF will advise contractor 7 days in advance of termination of service. CAF may extend service beyond 25 Nov 2015 by advising contractor 7 days of notice and upon agreement by the Contractor.

ANNEX B - BASIS OF PAYMENT

The Bidder must provide accommodation services in accordance with Annex A – Statement of Requirement at the following rates. Cost for all services mentioned at Annex A- Statement of Requirement must be included in room price.

Basis of payment will be firm daily rate per accommodation, applicable taxes are extra.

The estimated numbers below are only for budgeting and evaluation purposes, actual room nights will be confirmed by 48 hours prior to check-in.

Check-in 2015	Check-Out 2015	Estimated number of rooms	Estimated number of nights	Estimated Number of room nights (a)	Daily Rate (b)	Currency	Total Estimated Value (a x b)
23 Oct	07 Nov	8 SO	15	120			
		7 DO	15	105			
07 Nov	08 Nov	10 SO	1	10			
		9 DO	1	9			
08 Nov	25 Nov	8 SO	17	136			
		7 DO	17	119			
Total estimated value of Contract:							

SO: Single Occupancy

DO: Double Occupancy

Indicate applicable taxes: _____

Cost for landry services(bag of 15 kg): _____

ANNEX C**INFORMATION AND CONTACTS****1. Bidder Information**

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	

2. Property Information

Property name:	
Street address:	
City:	
Province/ State:	
Postal /Zip or Area Code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	

Note: Procurement Business Number (PBN) for Canadians Bidders only

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJjdGlvdj1yZWdpc3Rlci5pbmRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.