



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5**

**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

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Cadets Accomodations and Meals	
Solicitation No. - N° de l'invitation W3935-15RH01/A	Date 2015-10-30
Client Reference No. - N° de référence du client W3935-15RH01	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-6947	
File No. - N° de dossier TOR-5-38007 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-17	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: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (905) 615-2028 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB Borden Bldg A74 Borden Ontario L0M1C0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation
W3935-15RH01/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor024

Client Ref. No. - N° de réf. du client
W3935-15RH01

File No. - N° du dossier
TOR-5-38007

CCC No./N° CCC - FMS No./N° VME

List of Annexes:

Annex A Statement of Work
Appendix 1 to Annex A - DND 626, Task Authorization Form
Annex B Basis of Payment

List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection):

- Attachment 4.1 - Bid Evaluation Criteria
- Attachment 4.2 - Financial Bid Evaluation

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Regional Cadet Support Unit Central (RCSU) (C), Department of National Defence for the procurement of services on an "as and when requested" basis. The Bidder will be responsible for the transportation of cadets and staff to and from Pearson International Airport, as needed, and to provide accommodations for cadets and staff, including meals, parking, security and meeting rooms that are in accordance with Annex A.
- (b) It is intended to result in the award of a contract for 5 years.
- (c) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

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 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

- (a) 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>) issued by Public Works and Government Services Canada.
- (b) 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.
- (c) The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:

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

- (a) 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.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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.

(a) 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.

(b) **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 web sites 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.

(c) **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

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) 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

(a) Canada requests that Bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid (3 hard copies)
- (ii) Section II: Financial Bid (1 hard copy)
- (iii) 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.

(b) Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) 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>). To assist Canada in reaching its objectives, bidders should:

- (i) 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
- (ii) 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.

3.2 Section I: Technical Bid

- (a) In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- (b) The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

3.3 Section II: Financial Bid

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

3.4 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.

4.2 Technical Evaluation

(a) Mandatory Technical Criteria

- (i) Mandatory technical criteria are included in Attachment 4.1 – Bid Evaluation Criteria.

(b) Point-Rated Technical Criteria – Site Visit

- (i) Each bid that meets all of the mandatory technical criteria will be subject to a site visit where the bidder's proposed facility will be further evaluated. At this site visit, the bidder's proposed facility will be rated in accordance with the point rated criteria described in Article 2.0 Point-Rated Technical Criteria of Attachment 4.1 - Bid Evaluation Criteria. The evaluation team, at this site visit, will also verify that the bidder's proposed facility meets all of the specifications detailed in sub-article 4.1, 4.2 and 4.3 in the Annex A – Statement of Work. At the site visit, should the bidder's proposed facility be found that it does not comply with all of the specifications detailed in sub-article 4.1, 4.2 and 4.3, the bidder's bid will be deemed non-responsive and will not be considered further.

4.3 Financial Evaluation

(a) Mandatory Financial Criteria

- (i) Bidders must complete and submit their financial bid, in Canadian dollars, in accordance with Annex B - Basis of Payment.

(b) Financial Evaluation Process

- (i) For **evaluation purposes only**, bids will be evaluated based on the prices proposed in Attachment 4.2 – Financial Bid Evaluation.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of Year 1, Year 2, Year 3, Year 4 and Year 5 (all applicable taxes extra) from Attachment 4.2 – Financial Bid Evaluation. The price used in the evaluation will be the Total Evaluated Price which is the sum of the Total Estimated Price of each year.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.4 Basis of Selection - Highest Combined Rating of Technical Merit and Price

(a) To be declared responsive, a bid must:

- (i) comply with all the requirements of the bid solicitation; and
- (ii) meet all mandatory criteria; and
- (iii) obtain the required minimum of 34 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 57 points.

(b) Bids not meeting (i), (ii) and (iii) will be declared non-responsive.

(c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

- (d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- (g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 57 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		57/57	39/57	45/57
Bid Evaluated Price		\$200,000.00	\$150,000.00	\$100,000.00
Calculations	Technical Merit Score	$57/57 \times 60 = 60.00$	$39/57 \times 60 = 41.05$	$45/57 \times 60 = 47.37$
	Pricing Score	$100/200 \times 40 = 20.00$	$100/150 \times 40 = 26.67$	$100/100 \times 40 = 40.00$
Combined Rating		80.00	67.72	87.37
Overall Rating		2nd	3rd	1st

- (h) In the event of identical Combined Ratings occurring, then the bid with the highest Price Score will become the top-ranked bidder.
- (i) One contract may be awarded in total as a result of this bid solicitation.

Attachment 4.1 – Bid Evaluation Criteria

1.0 Mandatory Technical Criteria:

Proposals will be evaluated first on the basis of the mandatory requirements. The Bidder must provide documentation and demonstrate in the bid that their proposal meets each and every criterion. Failure to provide supporting documentation may result in the bid being deemed non-responsive and ineligible for further consideration or evaluation.

#	Mandatory Criteria	Bidder's Response (Specify page #)
M1	<p>The Bidder must demonstrate* that the proposed facility is within a 7.5 kilometres radius from the Pearson International Airport (6301 Silver Dart Drive, Mississauga, Ontario, L5P 1B2).</p> <p><i>*Demonstrating proof includes a print of an internet search map to show driving distance from proposed facility to the address provided above.</i></p>	
M2	<p>The Bidder must certify in the bid that the proposed facility is not adjacent and attached to an Adult entertainment establishment at the time of bid closing. Canada reserves the right to verify the bidder's compliancy to the criterion at the site visit.</p>	
M3	<p>The Bidder must demonstrate* that the proposed facility meets the following requirements:</p> <ul style="list-style-type: none"> i. Must meet accessibility requirements for persons with disabilities including the facilities general amenities; ii. Must have a group check-in area or group check-in process, to accommodate a minimum of 10persons; iii. Must have a central meeting area for cadets to gather while staff is checking-in; iv. Standard rooms must have a minimum of two double beds; v. Must have a Conference Room, separate from the meeting room, that holds up to 120 persons; vi. Must have a meeting room that holds up to 15 persons; and vii. On-site restaurant and buffet eating area(s) must accommodate up to 72 persons. <p><i>*Demonstrating proof could include a copy of the floor plan of the proposed facility or advertising brochure(s).</i></p>	

M4	The Bidder must provide a sample buffet style menu for breakfast, lunch and dinner which will accommodate the Cadets, in accordance with Annex A, Article 4.4(a) and (b). Each proposed menu must be suitable* for Cadets ranging in ages from 12 to 18 years. <i>*Food items such as liver, kidney pie, lamb chops, calamari and tripe are not considered suitable and will not be accepted.</i>	
M5	The Bidder must provide a sample restaurant or dining room style menu for breakfast, lunch and dinner which will accommodate the Staff, in accordance with Annex A, Article 4.4(c) and (d).	

2.0 Point-Rated Technical Criteria

- (a) Bidders who submitted proposals that have met all of the mandatory criteria will be required to provide a tour of their proposed facility to representatives from The Department of National Defence (DND) and Public Works and Government Services Canada (PWGSC). This tour must be provided by the Bidder within three (3) working days from a written request from the Contracting Authority. The tour must take place between Monday to Friday during the hours of 9am to 4pm, after bid closing.
- (b) The criteria contained herein will be used to evaluate each proposal that has met all of the mandatory criteria. The facility tour will include a showing of two (2) Standard accommodations and two (2) Upgraded accommodations. During the facility tour, the Bidder's proposed facility will be evaluated and scored in accordance with the following evaluation criteria as well as confirm that all the specifications, under sub-article 4.1, 4.2 and 4.3 of Article 4, Specifications in Annex A, have been met.
- (c) DND will be responsible for all costs related to travel and living expenses for their personnel attending the tour.

#	Rated Criteria	Point Assignment	Rating
R1	Evaluation of Accommodations (Maximum 42 points)		
R1.1	The Bidder will be evaluated on the accommodation suitability over and above the mandatory specifications outlined in Annex A. Bidders will be evaluated on the following features for the standard and/or the upgrade accommodation, as applicable:		
	1. Size of the standard accommodations.	6 points = 400 square feet or larger 4 points = 350 square feet to 399 square feet 2 points = 300 square feet to 349 square feet	
	2. Cleanliness of the standard accommodations. <i>(i) Rooms are mould and mildew free.</i> <i>(ii) All hard surfaces in room are wiped and dust free.</i> <i>(iv) Floors in the rooms are vacuumed and/or moped.</i> <i>(v) Linens and towels are clean and stain-free.</i>	8 points = meets all 4 of the factors listed 6 points = meets 3 of the factors listed 4 points = meets 2 of the factors listed 2 points = meets 1 of the factors listed	
	3. Closet size of the standard accommodations to hold luggage where each luggage measuring 157 centimetres (62 inches) in combined dimensions (length + width + height) and 23 kilograms (50 pounds) in weight.	8 points = able to hold four pieces of luggage 6 points = able to hold three pieces of luggage 4 points = able to hold two pieces of luggage 2 points = able to hold one piece of luggage	
	4. Irons and ironing boards for the standard and upgrade accommodations:	6 points = irons and ironing boards are present in all standard and upgraded rooms and in working condition. 4 points = irons and ironing boards present in all upgraded rooms only and available to sign out at any time in standard accommodations, in working condition. 2 points = irons and ironing boards available for sign-out at any time only, in working condition.	
	5. Number of elevators for accessibility to and from accommodations.	6 points = 6 or more working elevators. 4 points = 3 to 5 working elevators. 2 points = 1 or 2 working elevators.	
	6. Provision of personal hygiene supplies in the standard and upgraded accommodations. <i>(i) Rooms are supplied with hand and face soap.</i> <i>(ii) Rooms are supplied with shampoo.</i> <i>(iii) Rooms are supplied with conditioner.</i> <i>(iv) Rooms are supplied with shoe shine kit.</i>	4 points = for providing all 4 items listed. 3 points = for providing 3 items listed. 2 points = for providing 2 items listed. 1 point = for providing 1 item listed.	

	7. Upgraded rooms to be equipped with the following: <i>(i) a desk.</i> <i>(ii) a desk chair.</i> <i>(iii) a telephone.</i> <i>(iv) internet access.</i>	4 points = for providing all 4 items listed. 3 points = for providing 3 items listed. 2 points = for providing 2 items listed. 1 point = for providing 1 item listed.	
Subtotal - Accommodations:			
R2	Evaluation of Amenities (Maximum 15 points)		Rating
R2.1	The Bidder will be evaluated on the other amenities suitability over and above the mandatory specifications outlined in Annex A. Bidders will be evaluated on the following features:		
	1. Number of Conference rooms.	4 points = 5 or more conference rooms 3 points = 4 conference rooms 2 points = 3 conference rooms 1 point = 2 conference rooms	
	2. Cleanliness of conference room(s) and common area. <i>(i) Free from litter.</i> <i>(ii) No mould or mildew.</i> <i>(iii) Floors clean; vacuumed and/or moped.</i> <i>(iv) Hard surfaces within 2meters of the floor to be free of dust.</i>	4 points = meets all 4 of the factors listed 3 points = meets 3 of the factors listed 2 points = meets 2 of the factors listed 1 point = meets 1 of the factors listed	
	3. 24 hour guest access and anytime lighting at: <i>(i) Facility parking lots.</i> <i>(ii) Hallways.</i> <i>(iii) Stairwells.</i> <i>(iv) Staging areas. (A large assembly area to organize the cadets into groups. This could include lobbies, foyers or other large open spaces, capable of holding up to 50 people at a time.)</i>	4 points = meets all 4 of the factors listed 3 points = meets 3 of the factors listed 2 points = meets 2 of the factors listed 1 point = meets 1 of the factors listed	
	4. Ability to park, outside, oversized vehicles in such as: <i>(i) School buses.</i> <i>(ii) Highway cruisers.</i> <i>(iii) Cube vans.</i>	3 points = meets all 3 of the factors listed 2 points = meets 2 of the factors listed 1 point = meets 1 of the factors listed	
Subtotal - Amenities:			
Total – Accommodation Score + Amenity Score:			
Maximum Points:			57
To be responsive, the resource must obtain a minimum of 34 points (60%).			

Attachment 4.2 – Financial Bid Evaluation**(for evaluation purposes only)****Year 1:****1. Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Estimated Average Rooms per Year	Firm All Inclusive Unit Price per Room	Extended Estimated Price
Standard Accommodation (Minimum of two (2) double beds per room)	300	\$	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	200	\$	\$
Staff Meeting Room (Minimum of 15 person occupancy)	25	\$	\$
Conference Room (Main) (Minimum of 120 person occupancy)	10	\$	\$
Total Price Article 1:			\$

2. Meals:**2.1 Cadet Meal** – in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	75	\$	\$
Lunch Buffet	50	\$	\$
Dinner Buffet	100	\$	\$
Total Price Article 2.1:			\$

2.2 Staff Meal - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Voucher	90	\$	\$
Lunch Voucher	100	\$	\$
Dinner Voucher	100	\$	\$
Total Price Article 2.2:			\$

2.3 Special Event Meals - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	60	\$	\$
Lunch Buffet	60	\$	\$
Dinner Buffet	60	\$	\$
Total Price for Article 2.3:			\$
Total Price for Article 2 (2.1 + 2.2 + 2.3):			\$

3. Additional Factors:**3.1 Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

3.2 Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

3.3 Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

3.4 Additional Supervision

Description	Firm All Inclusive Unit Price per Day
Floor supervision in accordance with Annex A, Article 4.2(c).	\$

Total Price for Article 3 (3.1 + 3.2 + 3.3 + 3.4):	\$
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Total Estimated Price for Year 1 (Article 1 + Article 2 + Article 3):	\$
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Year 2:**1. Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Estimated Average Rooms per Year	Firm All Inclusive Unit Price per Room	Extended Estimated Price
Standard Accommodation (Minimum of two (2) double beds per room)	300	\$	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	200	\$	\$
Staff Meeting Room (Minimum of 15 person occupancy)	25	\$	\$
Conference Room (Main) (Minimum of 120 person occupancy)	10	\$	\$
Total Price Article 1:			\$

2. Meals:**2.1 Cadet Meal** – in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	75	\$	\$
Lunch Buffet	50	\$	\$
Dinner Buffet	100	\$	\$
Total Price Article 2.1:			\$

2.2 Staff Meal - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Voucher	90	\$	\$
Lunch Voucher	100	\$	\$
Dinner Voucher	100	\$	\$
Total Price Article 2.2:			\$

2.3 Special Event Meals - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	60	\$	\$
Lunch Buffet	60	\$	\$
Dinner Buffet	60	\$	\$
Total Price for Article 2.3:			\$
Total Price for Article 2 (2.1 + 2.2 + 2.3):			\$

3. Additional Factors:**3.1 Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

3.2 Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

3.3 Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

3.4 Additional Supervision

Description	Firm All Inclusive Unit Price per Day
Floor supervision in accordance with Annex A, Article 4.2(c).	\$

Total Price for Article 3 (3.1 + 3.2 + 3.3 + 3.4):	\$
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Total Estimated Price for Year 2 (Article 1 + Article 2 + Article 3):	\$
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Year 3:**1. Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Estimated Average Rooms per Year	Firm All Inclusive Unit Price per Room	Extended Estimated Price
Standard Accommodation (Minimum of two (2) double beds per room)	300	\$	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	200	\$	\$
Staff Meeting Room (Minimum of 15 person occupancy)	25	\$	\$
Conference Room (Main) (Minimum of 120 person occupancy)	10	\$	\$
Total Price Article 1:			\$

2. Meals:**2.1 Cadet Meal** – in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	75	\$	\$
Lunch Buffet	50	\$	\$
Dinner Buffet	100	\$	\$
Total Price Article 2.1:			\$

2.2 Staff Meal - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Voucher	90	\$	\$
Lunch Voucher	100	\$	\$
Dinner Voucher	100	\$	\$
Total Price Article 2.2:			\$

2.3 Special Event Meals - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	60	\$	\$
Lunch Buffet	60	\$	\$
Dinner Buffet	60	\$	\$
Total Price for Article 2.3:			\$
Total Price for Article 2 (2.1 + 2.2 + 2.3):			\$

3. Additional Factors:**3.1 Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

3.2 Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

3.3 Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

3.4 Additional Supervision

Description	Firm All Inclusive Unit Price per Day
Floor supervision in accordance with Annex A, Article 4.2(c).	\$

Total Price for Article 3 (3.1 + 3.2 + 3.3 + 3.4):	\$
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Total Estimated Price for Year 3 (Article 1 + Article 2 + Article 3):	\$
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Year 4:**1. Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Estimated Average Rooms per Year	Firm All Inclusive Unit Price per Room	Extended Estimated Price
Standard Accommodation (Minimum of two (2) double beds per room)	300	\$	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	200	\$	\$
Staff Meeting Room (Minimum of 15 person occupancy)	25	\$	\$
Conference Room (Main) (Minimum of 120 person occupancy)	10	\$	\$
Total Price Article 1:			\$

2. Meals:**2.1 Cadet Meal** – in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	75	\$	\$
Lunch Buffet	50	\$	\$
Dinner Buffet	100	\$	\$
Total Price Article 2.1:			\$

2.2 Staff Meal - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Voucher	90	\$	\$
Lunch Voucher	100	\$	\$
Dinner Voucher	100	\$	\$
Total Price Article 2.2:			\$

2.3 Special Event Meals - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	60	\$	\$
Lunch Buffet	60	\$	\$
Dinner Buffet	60	\$	\$
Total Price for Article 2.3:			\$
Total Price for Article 2 (2.1 + 2.2 + 2.3):			\$

3. Additional Factors:**3.1 Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

3.2 Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

3.3 Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

3.4 Additional Supervision

Description	Firm All Inclusive Unit Price per Day
Floor supervision in accordance with Annex A, Article 4.2(c).	\$

Total Price for Article 3 (3.1 + 3.2 + 3.3 + 3.4):	\$
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Total Estimated Price for Year 4 (Article 1 + Article 2 + Article 3):	\$
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Year 5:**1. Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Estimated Average Rooms per Year	Firm All Inclusive Unit Price per Room	Extended Estimated Price
Standard Accommodation (Minimum of two (2) double beds per room)	300	\$	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	200	\$	\$
Staff Meeting Room (Minimum of 15 person occupancy)	25	\$	\$
Conference Room (Main) (Minimum of 120 person occupancy)	10	\$	\$
Total Price Article 1:			\$

2. Meals:**2.1 Cadet Meal** – in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	75	\$	\$
Lunch Buffet	50	\$	\$
Dinner Buffet	100	\$	\$
Total Price Article 2.1:			\$

2.2 Staff Meal - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Voucher	90	\$	\$
Lunch Voucher	100	\$	\$
Dinner Voucher	100	\$	\$
Total Price Article 2.2:			\$

2.3 Special Event Meals - in accordance with the requirements outlined in Annex A, Article 4.4.

Description	Estimated Average Meals per Year	Firm All Inclusive Unit Price per Person	Extended Estimated Price
Breakfast Buffet	60	\$	\$
Lunch Buffet	60	\$	\$
Dinner Buffet	60	\$	\$
Total Price for Article 2.3:			\$
Total Price for Article 2 (2.1 + 2.2 + 2.3):			\$

3. Additional Factors:**3.1 Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

3.2 Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

3.3 Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

3.4 Additional Supervision

Description	Firm All Inclusive Unit Price per Day
Floor supervision in accordance with Annex A, Article 4.2(c).	\$

Total Price for Article 3 (3.1 + 3.2 + 3.3 + 3.4):	\$
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Total Estimated Price for Year 5 (Article 1 + Article 2 + Article 3):	\$
Total Evaluated Price: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5):	\$

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.

(a) 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, 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 within the time frame provided will render the bid non-responsive.

(a) 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.

(b) 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 Statement of Work

The Contractor must provide services, on an 'as and when requested' basis, that include the transportation of cadets and staff to and from Pearson International Airport (if applicable) and provide accommodations to cadets and staff, including meals, parking, security and meeting rooms, that are in accordance with the Statement of Work at Annex "A".

6.2 Task Authorization (TA)

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

(a) Task Authorization Process

- (i) The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Appendix 1 to Annex A.
- (ii) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- (iii) The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

(b) Task Authorization Limit

- (i) The Program Director may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.
- (ii) Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

(c) Minimum Work Guarantee - All the Work - Task Authorizations

- (i) In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 10% of the Maximum Contract Value.
- (ii) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph iii. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (iii) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (iv) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

(d) **Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on an annual basis to the Contracting Authority.

The annual period is defined as follows:

Annual: April 1 to March 31;

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

(i) **Reporting Requirement - Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

A. **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

B. **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

(e) **Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Regional Cadet Support Unit Central, Department of National Defence (DND). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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.

(a) **General Conditions**

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.4 Security Requirement

There is no security requirement associated with the requirement.

6.5 Term of Contract

(a) Period of the Contract

The period of the Contract is from date of Contract award to (five years) inclusive. *(dates to be inserted at Contract award)*

6.6 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Ontario Region
Address: 33 City Centre Drive, Suite 480C
Mississauga ON L5B 2N5
Telephone: 905-615-2028
Facsimile: 905-615-2060
E-mail address: shannon.brewster@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.

(b) Project Authority *(to be provided at Contract Award)*

The Project Authority for the Contract is:

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.

(c) Contractor's Representative *(to be filled out by Bidder)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

6.7 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.

6.8 Payment

(a) Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

(b) Limitation of Expenditure - Cumulative Total of all Task Authorizations

- (i) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (iv) 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.

(c) Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- (i) 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;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work performed has been accepted by Canada.

6.9 Invoicing Instructions

- (a) 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.
- (b) Invoices must be distributed as follows:
 - (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.10 Certifications

- (a) **Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

6.11 Applicable Laws

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

6.12 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) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03), General Conditions – Higher Complexity - Services;
- (c) Annex A, Statement of Work;
 - (i) Appendix 1 to Annex A - DND 626, Task Authorization Form
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations; and
- (f) the Contractor's bid dated _____. (*insert at time of contract award*)

6.13 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract

6.14 Insurance

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

ANNEX A – STATEMENT OF WORK

1. REQUIREMENT

The Department of National Defence (DND), Regional Cadet Support Unit Central (RCSU) (C) for the Cadet Support Movement in Ontario, has a requirement for the provision of services, on an 'as and when requested' basis, to provide transportation and accommodations for their Staff and Cadets.

2. BACKGROUND

The RCSU (C), located at the Canadian Forces Base (CFB) Borden, Borden, Ontario, has a mandate to deliver a safe and efficient Cadet Program in the Central Region. The prime responsibility of the program is to provide and coordinate support to the Cadets and Staff that are transiting through and/or within Ontario. In order to accomplish this task, we require transient accommodations in Toronto, which represents our "movement's hub" in support of our Air, Bus, Rail and general ground transportation requirements.

One of our mandates with respect to the Cadet Program is the safety, security, well being and the supervision of the Cadets during their transit to the Summer Training Centres. To this end, Central Region requires accommodations that are capable of supporting these needs as well as providing a reasonable level of safeguarding with respect to the coordination, supervision and oversight of the Cadets, which range in age from 12 to 18 years.

3. OBJECTIVE

The Contractor must provide services, on an 'as and when requested' basis, that include transportation to and from Pearson International Airport, as needed, and accommodations, including meals, parking, security and meeting rooms, that are in accordance with the specifications listed below.

4. SPECIFICATIONS

The Contractor must be able to provide and accommodate the following specifications:

4.1 Facility

- (a) Must be within a 7.5 kilometres radius from the Pearson International Airport.
- (b) Must meet accessibility requirements for persons with disabilities including the facilities general amenities. The RCSU(C) will advise the Contractor no less than ten (10) days before arrival of any special considerations.
- (c) Must be able to provide a maximum of 125 rooms per booking.
- (d) Must be able to provide up to 675 rooms during each year of the contract. An estimated numbers of rooms used for each month are attached in Annex C.
- (e) Must have a group check-in area that accommodates a minimum of 10 persons.
- (f) Must have a central meeting area to marshal Cadets in and out of the facility while Staff processes each Cadet.
- (g) Staff and Cadets **will not** be transferred to another facility in the event that the Contractor's facility is in a sold out situation.
- (h) Approximately 95% of bookings will be consumed Friday through Sunday.
- (i) Check-in and check-out times are as per the facility policy unless alternate arrangements are made in advance.
- (j) Must provide flexible cancellation (short notice; under 24 hours) and/or rescheduling terms (rescheduling of room bookings) that are necessary to support Cadet Activities.

4.2 Accommodation Rooms

- (a) Rooms must be non-smoking.
- (b) Rooms must be clean and all amenities in working order (air conditioner, heating, toilet).
- (c) Rooms must be kept on one or two floors in the same area of the facility for supervision and safety purposes of the Cadets. A maximum of 50 rooms on any given floor is required in order to lessen cadet supervisory staffing requirements. If the Contractor is unable to provide the 50 rooms per floor then they will need to provide this supervision separately. Any costs associated with this service must be clearly identified in proposals.
- (d) Provide up to six Upgraded rooms for staff per booking.
- (e) Room occupancy requirements are single, double, triple and/or quad. Each room must be able to support up to four cadets in any given room.
- (f) Standard rooms must have a minimum of two double beds. When accommodating 3 or 4 Cadets per room, pullout sofa beds or cots will be acceptable.
- (g) For each booking, a minimum of 2 standard rooms must have a pull out sofa bed in addition to two double beds.

4.3 Meeting and Conference Rooms

- (a) Provide a conference room that holds up to 120 persons which is separate from the meeting room.
- (b) Conference room is fitted with adjustable lighting where the room can be in total blackout.
- (c) Provide a staff meeting room that holds up to 15 persons. This room must be available per booking and is separate from the conference room.
- (d) Provide work areas and power for the meeting and conference rooms in order to facilitate the following RCSU supplied equipment:
 - i. Special purpose equipment, e.g. audiovisual; and
 - ii. Photocopiers, portable networks etc.
- (e) In the case that the RCSU cannot provide its own audio visual equipment, the Contractor must be able to provide following items:
 - i. Audio support (podium, microphone, remote microphone, sound mixer/controller, etc);
 - ii. Projectors and projection screens; and
 - iii. Internet access.

4.4 Meal Requirements

- (a) Cadets: All meals for Cadets must be supported through an on-site buffet style service for breakfast, lunch and supper and must not exceed the Federal Government Treasury Board meal rates. (http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng#tc-tm_2_4)
- (b) At a minimum, each buffet style service, for the Cadets, for breakfast, lunch and supper must include the following nutritional requirements:

Food types	Breakfast	Lunch / Dinner
Meat or meat alternate	1-2 servings	2-3 servings
Vegetables or fruits	2 servings	3 servings
Bread or bread alternate	2 servings	2 servings
Milk or milk alternate	1 serving	1 serving
Desserts	1 serving	1 serving
Fat	1 serving	1 serving
Accompaniments (e.g.	1 serving	1 serving

condiments, sauces, spreads)		
Beverages (e.g. water, coffee, tea)	1 serving	1 serving

- (c) Staff: All meals for Staff must be supported through an on-site facility restaurant or dining room for breakfast, lunch and supper and must not exceed the Federal Government Treasury Board meal rates. (http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng#tc-tm_2_4)
- (d) At a minimum, each restaurant or dining room service, for the Staff, for breakfast, lunch and supper must include the following nutritional requirements:

Food types	Breakfast	Lunch / Dinner
Meat or meat alternate	1-2 servings	2-3 servings
Vegetables or fruits	2 servings	3 servings
Bread or bread alternate	2 servings	2 servings
Milk or milk alternate	1 serving	1 serving
Desserts	1 serving	1 serving
Fat	1 serving	1 serving
Accompaniments (e.g. condiments, sauces, spreads)	1 serving	1 serving
Beverages (e.g. water, coffee, tea)	1 serving	1 serving

- (e) To minimize cash transactions, Staff meals must be provided on a voucher system.
- (f) Special Events (meetings, conferences, etc.): Meals for special events will be on an "as and when requested" basis through a Task Authorization (TA) and must be supported through a buffet style service. The menus proposed for Special Events must meet the minimum nutritional requirements outlined in (b) and (d) above. The menu proposed for the Cadets must be different from menu proposed for the Staff.
- (g) On-site restaurant and buffet eating area(s) can accommodate up to 72 persons.
- (h) In order to support feeding requirements for the Cadets and Staff, the RCSU (C) requires 24/7 hour access to a lockable walk-in refrigerator for the storage of in-transit meals. The Contractor's kitchen staff must unload meals and place in walk-in refrigerator.

4.5 Transportation

- (a) Must provide, up to 6, complimentary parking passes with overnight and in-and-out privileges, per booking. These parking pass will be for the Staff assigned to the upgraded accommodations per booking. Parking, over and above the complimentary parking passes, will be required for additional Staff during the period of the Contract. The additional parking will also require overnight and in-and-out privileges.
- (b) If optioned by Canada, the Contractor must be able to transport Cadets and Staff to and from the Pearson International Airport. (upon request which could be under 24 hours notice) The transportation service must be able to support the movement of up to a total of 25 Cadets and Staff, with baggage, at one given time. If the facility cannot provide dedicated transportation support, the facility will need to provide this service. Any costs associated with this service must be identified in Annex B – Basis of Payment.

4.6 Additional Considerations

- (a) Ensure all user fee items will be disabled, including ensuring mini bars are locked and key access to the pool and fitness center areas are deactivated. Unsupervised recreational areas will be off-limits to all Cadets. This is a safety issue for the Cadets.
- (b) Provide a list of appropriate supervised recreational activities, that the facility can accommodate, for Cadet's ranging in ages 12 to 18 during their free-time. Appropriate

activities could include, but not limited to, movie rooms, fitness centre, internet cafe, or board games.

5. CONSTRAINTS

- (a) The Central Region Movements (CRM) staff, through a Task Authorization (TA) Form, will provide the details in advance of individual booking dates. They will review and finalize the details with the Contractor. A complete room list will be provided to the facility within two weeks prior to group arrival. Amendments to the list will be provided to the front desk, as updated, by an authorized member of the CRM staff in order to ensure the facility has up to date guest list. RCSU(C) must be able to make minor room changes/cancellations up to 5 p.m. the day of group arrival.
- (b) Contractor must provide the support and services that have been outlined in accordance with Annex A. Any support and/or services that are provided, over and above, without the prior authorization of the Contracting Authority (PWGSC) will be doing so at the Contractors risk and expense.

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APPENDIX 1 TO ANNEX A

DND 626, Task Authorization (TA) Form



TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat	
		Task no. - N° de la tâche	
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente	
To - À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prête d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery location - Expédiez à			
Delivery/Completion date - Date de livraison/d'achèvement	Date for the Department of National Defence pour le ministère de la Défense nationale		
Contract Item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
APPLICABLE ONLY TO PWG&C CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU' AUX CONTRATS DE TP&GC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

DND 626 (01-05)

Design: Forms Management 993-4000
Conception: Gestion des formulaires 993-4002

ANNEX B - BASIS OF PAYMENT

The Contractor will be paid in accordance with the firm all inclusive rates outlined below. Pricing includes, but limited to, delivery, installation, labour costs, removal of equipment, any costs to subcontractors and any other expenses due to the fulfillment of the Contract.

CONTRACT PERIOD: five (5) years from the date of Contract award.

1. Year 1: _____ to _____. *(dates to be inserted at contract award)*

1.1 Accommodations - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Firm All Inclusive Unit Price per Room
Standard Accommodation (Minimum of two (2) double beds per room)	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	\$
Staff Meeting Room (Minimum of 15 person occupancy)	\$
Conference Room (Main) (Minimum of 120 person occupancy)	\$

1.2 Meals: The rates for meals in accordance with Annex A – Article 4.4 are to be paid in accordance to the lesser of the following two rates:

a) the Firm All Inclusive Unit Price per Person specified below for the current contract year; or

b) the Meal allowances provided in Appendix C of the National Joint Council Travel Directive (http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng#tc-tm_2_4) *(to be inserted at Contract Award)*.

Personnel	Meal Style	Type	Firm All Inclusive Unit Price per Person
Cadet	Breakfast	Buffet	\$
Cadet	Lunch	Buffet	\$
Cadet	Supper	Buffet	\$
Staff	Breakfast	Voucher	\$
Staff	Lunch	Voucher	\$
Staff	Supper	Voucher	\$

1.3 Additional Requirements:

a. Walk-In Refrigerator

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

b. Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

c. Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

d. Supervision

Description	Firm All Inclusive Unit Price per Day
Additional floor supervision in accordance with Annex A.	\$

2. Year 2: _____ to _____. *(dates to be inserted at contract award)***2.1 Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Firm All Inclusive Unit Price per Room
Standard Accommodation (Minimum of two (2) double beds per room)	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	\$
Staff Meeting Room (Minimum of 15 person occupancy)	\$
Conference Room (Main) (Minimum of 120 person occupancy)	\$

2.2 Meals: The rates for meals in accordance with Annex A – Article 4.4 are to be paid in accordance to the lesser of the following two rates:

- a) the Firm All Inclusive Unit Price per Person specified below for the current contract year; or
- b) the Meal allowances provided in Appendix C of the National Joint Council Travel Directive (http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng#tc-tm_2_4) *(to be inserted at Year 2)*.

Personnel	Meal Style	Type	Firm All Inclusive Unit Price per Person
Cadet	Breakfast	Buffet	\$
Cadet	Lunch	Buffet	\$
Cadet	Supper	Buffet	\$
Staff	Breakfast	Voucher	\$
Staff	Lunch	Voucher	\$
Staff	Supper	Voucher	\$

2.3 Additional Requirements:**a. Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

b. Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

c. Transportation

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Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

d. Supervision

Description	Firm All Inclusive Unit Price per Day
Additional floor supervision in accordance with Annex A.	\$

3. Year 3: _____ to _____. *(dates to be inserted at contract award)***3.1 Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Firm All Inclusive Unit Price per Room
Standard Accommodation (Minimum of two (2) double beds per room)	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	\$
Staff Meeting Room (Minimum of 15 person occupancy)	\$
Conference Room (Main) (Minimum of 120 person occupancy)	\$

3.2 Meals: The rates for meals in accordance with Annex A – Article 4.4 are to be paid in accordance to the lesser of the following two rates:

- a) the Firm All Inclusive Unit Price per Person specified below for the current contract year; or
- b) the Meal allowances provided in Appendix C of the National Joint Council Travel Directive (http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng#tc-tm_2_4) *(to be inserted at Year 3)*.

Personnel	Meal Style	Type	Firm All Inclusive Unit Price per Person
Cadet	Breakfast	Buffet	\$
Cadet	Lunch	Buffet	\$
Cadet	Supper	Buffet	\$
Staff	Breakfast	Voucher	\$
Staff	Lunch	Voucher	\$
Staff	Supper	Voucher	\$

3.3 Additional Requirements:**a. Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

b. Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

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c. Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

d. Supervision

Description	Firm All Inclusive Unit Price per Day
Additional floor supervision in accordance with Annex A.	\$

4. Year 4: _____ to _____. (dates to be inserted at contract award)**4.1 Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Firm All Inclusive Unit Price per Room
Standard Accommodation (Minimum of two (2) double beds per room)	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	\$
Staff Meeting Room (Minimum of 15 person occupancy)	\$
Conference Room (Main) (Minimum of 120 person occupancy)	\$

4.2 Meals: The rates for meals in accordance with Annex A – Article 4.4 are to be paid in accordance to the lesser of the following two rates:

- a) the Firm All Inclusive Unit Price per Person specified below for the current contract year; or
- b) the Meal allowances provided in Appendix C of the National Joint Council Travel Directive (http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng#tc-tm_2_4) (to be inserted at Year 4).

Personnel	Meal Style	Type	Firm All Inclusive Unit Price per Person
Cadet	Breakfast	Buffet	\$
Cadet	Lunch	Buffet	\$
Cadet	Supper	Buffet	\$
Staff	Breakfast	Voucher	\$
Staff	Lunch	Voucher	\$
Staff	Supper	Voucher	\$

4.3 Additional Requirements:**a. Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

b. Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

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c. Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

d. Supervision

Description	Firm All Inclusive Unit Price per Day
Additional floor supervision in accordance with Annex A.	\$

5. Year 3: _____ to _____. (dates to be inserted at contract award)**5.1 Accommodations** - in accordance with the requirements outlined in Annex A, Article 4.2 and 4.3.

Description	Firm All Inclusive Unit Price per Room
Standard Accommodation (Minimum of two (2) double beds per room)	\$
Upgraded Accommodation (Minimum one (1) queen bed per room)	\$
Staff Meeting Room (Minimum of 15 person occupancy)	\$
Conference Room (Main) (Minimum of 120 person occupancy)	\$

5.2 Meals: The rates for meals in accordance with Annex A – Article 4.4 are to be paid in accordance to the lesser of the following two rates:

- a) the Firm All Inclusive Unit Price per Person specified below for the current contract year; or
- b) the Meal allowances provided in Appendix C of the National Joint Council Travel Directive (http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng#tc-tm_2_4) (to be inserted at Year 5).

Personnel	Meal Style	Type	Firm All Inclusive Unit Price per Person
Cadet	Breakfast	Buffet	\$
Cadet	Lunch	Buffet	\$
Cadet	Supper	Buffet	\$
Staff	Breakfast	Voucher	\$
Staff	Lunch	Voucher	\$
Staff	Supper	Voucher	\$

5.3 Additional Requirements:**a. Walk-In Refrigerator**

Description	Firm All Inclusive Unit Price per Day
Walk-in refrigerator in accordance with Annex A.	\$

b. Parking

Description	Firm All Inclusive Unit Price per Day
Additional parking in accordance with Annex A.	\$

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c. Transportation

Description	Firm All Inclusive Unit Price per Day
Transportation in accordance with Annex A.	\$

d. Supervision

Description	Firm All Inclusive Unit Price per Day
Additional floor supervision in accordance with Annex A.	\$