



**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

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 due Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

| | |
|---|---|
| Title - Sujet RIMPAC 2016 HOTEL ACCOMMODATIONS | |
| Solicitation No. - N° de l'invitation W8484-168518/A | Date 2015-12-15 |
| Client Reference No. - N° de référence du client W8484-168518 | |
| GETS Reference No. - N° de référence de SEAG PW-\$SLP-003-68642 | |
| File No. - N° de dossier lp003.W8484-168518 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-25 | Time Zone Fuseau horaire Eastern Standard Time EST |
| 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: Specified Herein Précisé dans les présentes | |

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 | |

REQUEST FOR PROPOSAL

ACCOMMODATIONS IN HONOLULU/WAIKIKI, HAWAII (HI), USA FOR THE DEPARTMENT OF NATIONAL DEFENCE (DND)

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Canadian Armed Forces (CAF) requires the provision of services in the Greater Honolulu Area, HI, USA, for accommodations and hotel amenities.

These services are required when the CAF deploys to Honolulu/Waikiki, HI, USA, for the period of 11 June to 15 August 2016 to participate in the Rim of the Pacific Exercise (RIMPAC) 2016.

The CAF will require Single and Double occupancy rooms, as well as, Junior Suites as per the table below, totaling 18,095 room nights.

The hotel(s) must be located in Honolulu/Waikiki, HI, within a twenty-five (25) kilometre (~15.5 mi) driving radius of Joint Base Pearl Harbour-Hickam, 850 Ticonderoga Street, JBPHH, Honolulu, Hawaii, 96860-5101. Google Maps will be using to calculate distance.

Statement of Work 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.

1.3 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and Canada-Chile Free Trade Agreement (CCFTA) and the Agreement of Internal Trade (AIT).

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.

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

Delete: sixty (60) days

Insert: ninety (90) days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 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 10 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 Ontario.

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 Work.

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

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.

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) (<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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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 Work

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

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 (2015-09-03), 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 2016-08-15, 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: jacynthe.tremblay@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

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

The Project Authority is the representative of the department or agency for whom the 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 the issuance of the Contract.***

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, applicable taxes extra.

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

6.7.2 Limitation of 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 for services performed 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.

6.8 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

One copy must be forwarded to Contracting Authority.

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 Ontario.

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 (2015-09-03), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (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 WORK - HOTEL SERVICES

1.0 SCOPE

The Canadian Armed Forces (CAF) requires the provision of services in the Greater Honolulu Area, HI, USA, for accommodations and hotel amenities.

1.1 Background:

These services are required when the CAF deploys to Honolulu/Waikiki, HI, USA, for the period of 11 June to 15 August 2016 to participate in the Rim of the Pacific Exercise (RIMPAC) 2016.

2.0 GENERAL REQUIREMENTS

2.1 Hotel Accommodations:

The CAF will require Single and Double occupancy rooms, as well as, Junior Suites as per the table below, totalizing 18,095 room nights.

| Dates | Single Room | Double Room | Junior Suite | Total |
|------------------------|-------------|-------------|--------------|-------|
| 11-18 June 16 | 3 | 32 | 1 | 36 |
| 19-25 June 16 | 41 | 267 | 6 | 314 |
| 26 June - 02 July 16 | 45 | 340 | 7 | 392 |
| 03-09 July 16 | 45 | 283 | 7 | 335 |
| 10-16 July 16 | 42 | 245 | 6 | 293 |
| 17-23 July 16 | 45 | 287 | 8 | 340 |
| 24-30 July 16 | 45 | 292 | 8 | 345 |
| 31 July - 06 August 16 | 47 | 314 | 7 | 368 |
| 07-13 August 16 | 18 | 113 | 3 | 134 |
| 14-15 August 16 | 8 | 72 | 0 | 80 |

Note: Check out will take place the morning after the dates listed above.

2.2 Parking:

Parking must be available for 200 vehicles for the duration of the contract. Parking spaces must be within the vicinity of the hotel(s) and no more than a five (5) minute walk from the front entrance of the hotel. Parking spaces must be large enough to accommodate a variety of rental vehicles including but not limited to, mini-vans and mid-sized vehicles. Occasionally, parking will be required for larger cube trucks which will be required for transporting luggage for CAF personnel. This requirement will be clearly communicated to hotel staff by the CAF Technical Authority (TA).

2.3 Conference Space (250 persons size):

2.3.1 Proposed hotel must have a conference space as and when required, based on availability. This space must be large enough to accommodate 250 personnel seated.

2.3.2 Proposed hotel must have computer projector with screen and microphone with speakers for use in the conference space, as and when required.

2.3.3 The dates during which this conference space will be used will be identified and coordinated with the contractor after award of the contract, and the requirement will be for approximately 5 occasions for half a day on each occasion. The proposed hotel must provide the requested seats.

2.4 Conference Space (60 persons size):

2.4.1 Proposed hotel must have a conference space available from 15 June 2016 at 0500 local time until 08 August 2016 at 2359 local time that is accessible 24/7. It must contain a working space of no less than three-thousand (3000) square feet contained in either a single room or two (2) adjoining rooms. This conference space will require controlled access, meaning that hotel staff will need to have CAF approval to enter the space. Hotel staff must be escorted by CAF personnel at all times when accessing this conference space.

2.4.2 Conference room contents:

The conference space must have the following as a minimum:

- Suitable chairs and board room, rectangular tables to accommodate up to sixty (60) personnel in a classroom or office space configuration;
- One (1) conference table of sufficient size for fifteen (15) people to sit around it in chairs;
- Ten (10) white boards/chalk boards, three (3) easels with paper, four (4) lockable filing cabinets;
- A minimum of one (1) dedicated phone line (with phone number and phone);
- Reliable high speed internet access for multiple Wi Fi capable computers, cable preferred;
- Access to nearby water station;
- Access to wash room facilities;
- Access to minimum four (4) electrical outlets (115 vt); and
- Four (4) large garbage cans

3.0 **TECHNICAL REQUIREMENTS**

3.1 Subject to availability, the CAF must have the option of decreasing the number of rooms by up to 25% up to 48 hours before 15 June 2016, without incurring any penalties.

3.2 Although it is not currently anticipated, there may be a requirement for Single and Double occupancy rooms, up to an additional 20 percent, over the already identified requirement in paragraph 2.1. The Contractor will be advised no later than 48 hours prior to increasing the allocation, subject to availability.

3.3 Additional Room Charges:

The Canadian Government will not pay for personal phone call charges, room service, or movie rentals/pay per view. All fees of those types will be charged to the individual(s) in those rooms and will not form part of this contract.

3.4 Room Damages:

Any damage to rooms will be reported to an identified CAF accommodations officer for investigation. Individuals found responsible for damage caused to hotel property will be responsible to pay the charges. All charges for damages will not form part of this contract, and will be settled outside of this contract.

3.5 Single Occupancy Rooms:

Single Occupancy Rooms must have at a minimum:

- A double bed or larger with North American standard bedding and mattress less than five (5) years old. A sofa bed or cot will not be acceptable;
- A private full bath with a minimum of a toilet, sink, shower, and towels;
- A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The CAF will not be invoiced for personal calls made from rooms as telephone charges will not form part of this contract;
- A serviceable television with remote control and cable with at least two (2) English channels. No pay per view charges will be paid by the CAF; all personal charges will be paid by personnel at time of check out as television charges will not form part of this contract;
- A safe within the room or at minimum, a suitable substitute available at the front desk;
- An arm chair or sofa;
- An alarm clock or easy, reliable access to wake-up call services;
- Two (2) available electrical outlets;
- A mini-fridge (note, not mini bar), microwave and coffee machine with available coffee and tea;
- Blackout curtains; and
- Air-conditioning.

3.6 Double Occupancy Rooms:

Double Occupancy Rooms must have at a minimum:

- Two (2) double beds or larger with North American standard bedding and mattress less than five (5) years old. A sofa bed or cot will not be acceptable;
- A private full bath with a minimum of a toilet, sink, shower, and towels;
- A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The CAF will not be invoiced for personal calls made from rooms as telephone charges will not form part of this contract;
- A serviceable television with remote control and cable with at least two (2) English channels. No pay per view charges will be paid by the CAF, all personal charges will be paid by personnel at time of check out as television charges will not form part of this contract;
- A safe within the room or at minimum, a suitable substitute available at the front desk;
- An arm chair or sofa;
- An alarm clock or easy, reliable access to wake-up call services;
- Four (4) available electrical outlets;
- A mini-fridge (note, not mini bar), microwave and coffee machine with available coffee and tea;
- Blackout curtains; and
- Air-conditioning.

3.7 Junior Suites:

Junior Suites or equivalents are accommodations where there is a room for sleeping and a suitable space for holding a meeting for up to five (5) individuals on a daily basis, in addition to the requirements mentioned in the bullets below. Preferably the meeting area will be separate and distinct from the sleeping area. An acceptable equivalent would be two (2) rooms adjoined with the second room configured for small meetings.

3.7.1 Junior Suites must have as a minimum:

- A double bed or larger with North American standard bedding and mattress less than five (5) years old. A sofa bed or cot will not be acceptable;
- A private full bath with a minimum of a toilet, sink, shower, and towels;
- A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The CAF will not be invoiced for personal calls made from rooms as telephone charges will not form part of this contract;
- A serviceable television with remote control and cable with at least two (2) English channels. No pay per view charges will be paid by the CAF, all personal charges will be paid by personnel at time of check out as television charges will not form part of this contract;
- A safe within the room or at minimum, a suitable substitute at the front desk;
- An arm chair or sofa;
- An alarm clock or easy, reliable access to wake-up call services;
- Two (2) available electrical outlets;
- A mini-fridge (note, not mini bar), microwave and coffee machine with available coffee and tea;
- A Conference table (or suitable alternative) and chairs that can accommodate up to 5 people seated;
- Air conditioning; and
- Blackout curtains in the sleeping area.

3.8 It is desirable that the Contractor accommodate CAF personnel in one (1) hotel facility. If it is not feasible to accommodate all personnel in one hotel, the Contractor must provide accommodation in no more than two (2) hotels. In this instance, both hotels must meet the requirements outlined in this document, and must be within 500 metres of one another. Additionally, it is preferable that the rooms are block booked by floor, rather than being spread throughout the hotel.

3.9 Room Access:

Access to all rooms occupied by CAF personnel may be required throughout the duration of the contract by designated CAF personnel. These designated personnel will be identified via a list to be provided to the Hotel Liaison Representative(s).

3.9.1 The Contractor must provide one room key per person staying in each room. Keys will be picked up and managed by an identified point of contact of the CAF.

4.0 MANDATORY REQUIREMENTS

4.1 The following are mandatory technical criteria for accommodation services:

4.2 The Contractor must provide the services outlined in the Statement of Work.

4.3 Location Requirements:

The hotel(s) must be located in Honolulu/Waikiki, HI, within a twenty-five (25) kilometre (~15.5 mi) driving radius of Joint Base Pearl Harbour-Hickam, 850 Ticonderoga Street, JBPHH, Honolulu, Hawaii, 96860-5101. Google Maps will be using to calculate distance.

4.4 Point of Contact:

The Contractor must provide local staff member(s) as the primary point of contact for all matters relating to accommodation services. The individual(s) must be available from 0800 to 1800 local time daily. For matters occurring outside these hours, a contact person and number must be provided if different than the designated individual(s). The individual(s) must be able to communicate effectively in English.

4.5 Room Requirements:

4.5.1 Hotel Facilities Requirements:

The Contractor must provide the following facilities: Single Occupancy rooms, Double Occupancy rooms and Junior Suites as outlined in paragraph 2.1 and further described in paragraph 2.2.

4.5.2 Rooms allocated as per the contract must not be changed unless it becomes necessary to do so as a result of maintenance issues or as requested and coordinated by the CAF TA.

4.5.3 The proposed hotel(s) must provide early check-in and late check-out as required to accommodate flight schedules and flight changes. If not feasible, a secured luggage storage area must be provided.

4.6 Amenities:

The Contractor must provide access to all hotel amenities for the duration of the personnel's stay including but not limited to: parking, restaurant(s) and on-site fitness facility.

4.7 Parking:

Parking spaces must be provided as described in paragraph 2.2.

4.8 Restaurant(s):

There must be one (1) or more restaurants within five (5) minutes' walk of the hotel. CAF personnel will be responsible to pay for their own purchases.

4.9 Fitness Facilities:

A physical fitness facility sufficient for ten (10) people to use simultaneously must be located in the hotel where personnel are being accommodated. The area must have disinfectant cleaner for hygiene purposes to be used by users between uses. This facility must be available for use of all CAF personnel being accommodated at the hotel. The facility must be accessible 24/7. There must be water accessible within the fitness facility

4.10 Laundry Services:

The hotel(s) must be capable of providing access to a laundry service or facilities as required. Individual CAF personnel will be responsible to pay for their own laundry and laundry services will not form part of this contract.

4.11 Access to Internet:

The internet must be included via Wi-Fi throughout all common areas, guest rooms and conference rooms.

4.12 Supplementary Internet:

If the internet available within the hotel is not sufficient in bandwidth to run the computers and programs required, the hotel must allow a third party contractor to supplement the conference room with additional connectivity. This will be set up and taken down at the expense of the Canadian Government.

4.13 Cleaning:

4.13.1 Conference room must be cleaned, swept, with garbage emptied daily under the escort of an identified CAF representative.

4.13.2 Every second day (at a minimum) accommodation must be:

- Cleaned including bathrooms (toilet paper added as required);
- Beds made up;
- Fresh towels, soap and shampoo (based on single or double occupancy) provided; and
- At least one (1) sanitized (cleaned or disinfected is acceptable) drinking glass (based on single or double occupancy)

5.0 **ADMINISTRATION/SPECIAL INSTRUCTIONS**

5.1 Kick-off meeting:

5.2 Upon the issuance of the contract, the Procurement Authority may contact the Contractor to coordinate a kick-off meeting. The purpose of this meeting is to allow all stakeholders an opportunity to:

- Review the details of the contract;
- Review CAF procedure (Quality Assurance, Supply, Finance);
- Clarify areas of confusion;
- Review and clarify scheduled activities; and
- Ensure that everyone understands their responsibilities under the contract.

5.2.1 The kick-off meeting must be held at one of the hotels proposed for the specific contract. Cost of holding a kick-off meeting will be at the Contractor's expense. However, travel and living expenses for Canadian Government personnel will be arranged and paid for by the Government of Canada. The kick-off meeting will be scheduled with as much advanced notice as possible to the Contractor.

5.3 Project Manager:

The Bidder must be able to provide a Project Manager for the contract, who will act as the Procurement Authority's main Point of Contact and liaise with other company personnel and Contractor's subcontractor(s) as necessary.

5.4 Quality Assurance:

The Contractor will ensure that all of the requirements outlined in this Statement of Work are met at all times. Discrepancies in the provision of service to the required standard shall be first dealt with by the liaison staff at the hotel and escalated to the CAF TA and CAF Contract Manager if the issue remains unsolved.

5.5 Cancellation Policy:

The Cancellation Policy for individual room shall be 48 hours' notice before check-in with one night per room penalty.

ANNEX B - BASIS OF PAYMENT

The Bidder must provide accommodation services in accordance with Annex A – Statement of Work at the following rates.

Cost for all services stipulated at Annex A – Statement of Work must be included in room price, with the exception of parking space rate and conference room rate listed below.

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

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

SINGLE OCCUPANCY

| Check-In 2016 | Check-Out 2016 | Estimated number of rooms Single Occupancy | Estimated number of nights | Estimated Number of room nights (a) | Daily Rate (b) / Currency | Resort Fees per room per night If applicable (c) | Total Estimated Value (a x(b+c)) |
|-------------------------------|-------------------|--|----------------------------------|---|------------------------------------|---|--|
| 11 June | 19 June | 3 | 8 | 24 | | | |
| 19 June | 26 June | 41 | 7 | 287 | | | |
| 26 June | 03 July | 45 | 7 | 315 | | | |
| 03 July | 10 July | 45 | 7 | 315 | | | |
| 10 July | 17 July | 42 | 7 | 294 | | | |
| 17 July | 24 July | 45 | 7 | 315 | | | |
| 24 July | 31 July | 45 | 7 | 315 | | | |
| 31 July | 07 Aug | 47 | 7 | 329 | | | |
| 07 Aug | 14 Aug | 18 | 7 | 126 | | | |
| 14 Aug | 16 Aug | 8 | 2 | 16 | | | |
| Total Estimated Value: | | | | | | | |

DOUBLE OCCUPANCY

| Check-In 2016 | Check-Out 2016 | Estimated number of rooms Double Occupancy | Estimated number of nights | Estimated Number of room nights (a) | Daily Rate (b) / Currency | Resort Fees per room per night If applicable (c) | Total Estimated Value (a x(b+c)) |
|-------------------------------|-------------------|--|----------------------------------|---|------------------------------------|---|--|
| 11 June | 19 June | 32 | 8 | 256 | | | |
| 19 June | 26 June | 267 | 7 | 1869 | | | |
| 26 June | 03 July | 340 | 7 | 2380 | | | |
| 03 July | 10 July | 283 | 7 | 1981 | | | |
| 10 July | 17 July | 245 | 7 | 1715 | | | |
| 17 July | 24 July | 287 | 7 | 2009 | | | |
| 24 July | 31 July | 292 | 7 | 2044 | | | |
| 31 July | 07 Aug | 314 | 7 | 2198 | | | |
| 07 Aug | 14 Aug | 113 | 7 | 791 | | | |
| 14 Aug | 16 Aug | 72 | 2 | 144 | | | |
| Total Estimated Value: | | | | | | | |

Solicitation No. - N° de l'invitation
W8484-168518
Client Ref. No. - N° de réf. du client
W8484-168518

Amd. No. - N° de la modif.
File No. - N° du dossier
Ip003W8484-168518

Buyer ID - Id de l'acheteur
Ip003
CCC No./N° CCC - FMS No./N° VME

JUNIOR SUITE OR EQUIVALENT

| Check-In 2016 | Check-Out 2016 | Estimated number of rooms Junior Suite or equivalent | Estimated number of nights | Estimated Number of room nights (a) | Daily Rate (b) / Currency | Resort Fees per room per night If applicable (c) | Total Estimated Value (a x(b+c)) |
|-------------------------------|-------------------|---|----------------------------------|---|------------------------------------|---|--|
| 11 June | 19 June | 1 | 8 | 8 | | | |
| 19 June | 26 June | 6 | 7 | 42 | | | |
| 26 June | 03 July | 7 | 7 | 49 | | | |
| 03 July | 10 July | 7 | 7 | 49 | | | |
| 10 July | 17 July | 6 | 7 | 42 | | | |
| 17 July | 24 July | 8 | 7 | 56 | | | |
| 24 July | 31 July | 8 | 7 | 56 | | | |
| 31 July | 07 Aug | 7 | 7 | 49 | | | |
| 07 Aug | 14 Aug | 3 | 7 | 21 | | | |
| Total Estimated Value: | | | | | | | |

Total Estimated Value Single Occupancy:_____

Total Estimated Value Double Occupancy:_____

Total Estimated Value Junior Suite or Equivalent: _____

Half-Daily Rate for Conference Space 250 persons:_____

(5 x ½ day)=_____

Daily Rate for Conference Space 60 persons:_____

(x 55 days)=_____

Daily rate for parking space :_____

(66 days x 200 parking spaces)=_____

Indicate applicable taxes:_____

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Client Ref. No. - N° de réf. du client
W8484-168518

Amd. No. - N° de la modif.
File No. - N° du dossier
Ip003W8484-168518

Buyer ID - Id de l'acheteur
Ip003
CCC No./N° CCC - FMS No./N° VME

ANNEX C

INFORMATION AND CONTACTS

1. Bidder Information

| | |
|--------------------------------|--|
| Name: <input type="checkbox"/> | |
| Position/title: | |
| Telephone number: | |
| Cellular number: | |
| Fax number: | |
| E-mail address: | |

2. Property Information

| | |
|---|--|
| Property name: <input type="checkbox"/> | |
| 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=ZnVzZWJldGlvdj1yZWdpc3Rlci5pbmRybyZpZD0x&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.