



Government of
Canada –
National Defence

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Accommodations and Rations Services, in Ottawa
W6609-16-0001
Statement of Work

STATEMENT OF WORK (SOW)
For Accommodations and Conference Room

OPERATION: Op DISTINCTION 2016
City of Ottawa (within 25 km of city centre), Canada



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1. OVERVIEW AND GENERAL REQUIREMENTS

1.1. Background

- 1.1.1. The Canadian Armed Forces (CAF) will be participating in an Op DISTINCTION event overseas in 2016 and require Hotel Services in Ottawa prior to departure.
- 1.1.2. It is anticipated that Hotel/accommodation services in Ottawa will be required 25 - 28 June, 2016. The contingent will be composed of up to 140 personnel on each of these days.

1.2. Objective

- 1.2.1. The objective of this Statement of Work (SOW) is to obtain Hotel/accommodation Services in support of the CAF's operation.

1.3. Scope

- 1.3.1. The Contractor is required to deliver the following services in support of the CAF's events in the Ottawa Area within 25 km of city centre, as follows:
- Hotel Services for 140 people as indicated in the tables at section 1.2.1

1.4. Requirement

- 1.4.1. The Contractor must provide the CAF with the following services in the National Capital Region (NCR) within 25 kilometres of the city centre.

1.4.2. LIST OF SERVICES

- Rooms including Breakfast
- Conference Room
- Parking and Bus Access
- Storage room

1.5. Definitions

- 1.5.1. Contingent – refers to the CAF members tasked to participate in the overseas event for the commemoration of the 100th Anniversaries of the Battles of the Somme and Beaumont-Hamel.
- 1.5.2. Pre-deployment – period prior to contingent deploying overseas – 25 to 28 June, 2016



1.6. Accommodations

1.6.1. The Contractor must provide the following:

- Estimated Arrival Dates/Bed Spaces – as per Table 1A, a 140-person contingent will arrive in Ottawa throughout the day on 25th June 2016 and depart on 28th June 2016 for deployment overseas for an international event.

Table 1A – Accommodations Pre-Deployment			
Date	Arrival/Departure Time	Estimated # Single	Estimated #Double
25 June, 2016	Arrive 1200 hrs	6	67
26 June, 2016	On site	6	67
27 June, 2016	On site	6	67
28 June, 2016	Depart 2000 hrs	6	67

- 1.6.2. Accommodations must be air-conditioned.
- 1.6.3. Single or double bedrooms (double bedrooms must contain two separate beds) or a combination of both, to house up to 140 persons, completely equipped with bedroom furniture (including bed, lamp, desk, chair, closet and chest of drawers), standard electric outlets, and washrooms accessible from each bedroom.
- 1.6.4. The approximate dates for the housing requirement are June 25, 2016 to June 28, 2016. A detailed breakdown of actual numbers and times of arrival and departure will be provided to the Contractor by the CAF Technical Authority (TA) upon contract award and a minimum of fourteen (14) days prior to the provision of services.
- 1.6.5. A minimum of one (1) secure storage room for musical instrument (20 x20 ft. room space)
- 1.6.6. Bed linen and pillows must be provided for each bed space i.e. 2 blankets, 2 sheets, 1 pillow, and 1 pillowcase



1.7. Breakfast

1.7.1. The Contractor must provide meals which respect the standard, per-person meal entitlement identified below.

Table – Standard Meal Entitlement	
Meal	Standard Meal Entitlement
Breakfast	Juice; Fruit; Breakfast entrée; Breakfast meat or alternative; Cheese or Yogurt; Breakfast starch; Breakfast vegetable; Bread product; Two beverages; and Condiments/Preserves.

Table – Standard Meal Item Availability – Breakfast		
Category	Standard Meal Item Availability	Details
Beverages	3 Types of hot beverages including: Coffee; Tea; and Hot chocolate or cappuccino.	e.g. regular, decaffeinated, flavoured. e.g. regular, decaffeinated, herbal.
	2 or 3 Types of cold beverages (3 if non-dairy are provided) including: Dairy (4 Varieties); Fruit drinks (3 Varieties); and Non-dairy beverage.	e.g. milk – 2%, 1%, skim, chocolate. e.g. soy milk when requested.
Condiments/ Preserves	2 Varieties of spreads; 5 Varieties of jams, jellies; and Honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce.	e.g. peanut butter, chocolate.

1.7.2. The Contractor must provide meals which include the meal items listed in the 4 Standard Meal Item Availability Tables below and which respect the following conditions;

1.7.3. Where potable water is available in the dining facility, bottled water will not be provide; and

1.7.4. There may be a deviation from the standard for traditional, holiday or theme meals.

Table – Standard Meal Item Availability – Breakfast		
Category	Standard Meal Item Availability	Details
Juice	A total of 3 Varieties including: 2 fruit (100% pure); and 1 vegetable.	Vary selection throughout the week.



Fruit	A total of 8 Varieties of fresh fruit including: Grapefruit; Orange; Fruit salad; and 5 other Types of fruit	Vary selection throughout the week and seasons.
Breakfast entrée	Eggs any style	
	Cereals – A total of 8 Varieties including: 1 hot Type; and 7 Varieties of ready-to-eat cereals.	Include 2 whole grain and 2 sweetened.
	2 breakfast entrées.	e.g. pancakes, French toast, waffles.
Breakfast meat/alternative	2 Varieties of hot breakfast meat.	e.g. bacon, ham, sausage.
	1 Variety of cold meat; or 1 meat spread.	e.g. sliced ham. e.g. creton.
Cheese/Yogurt	3 Varieties of processed cheese.	e.g. sliced, cream, spread
	4 Varieties of yogurt.	Must include low fat Varieties.
Breakfast starch	2 breakfast starch items.	e.g. baked beans, potato.
Breakfast vegetable	1 breakfast vegetable.	e.g. sliced tomatoes, stewed tomatoes.
Bread product	Freshly baked products.	e.g. muffins, croissant, sweet buns.
	2 Types of bread products (2 Varieties of each Type).	e.g. bagels and English muffins.
	4 Varieties of loaves.	e.g. whole wheat, multi grain, white.

1.8. Parking

- 1.8.1. The Contractor must provide a secure and monitored vehicle parking area with parking for an estimated six (6) cars and/or military vehicles (Panel) from 25th to 28th June, 2016. These parking spaces must be priced at a firm, all-inclusive rate for these dates.
- 1.8.2. i.e. must include all costs e.g. parking space, parking pass, security, etc.

1.9. Conference room

- 1.9.1. The contingent will require the use of a conference room for briefings for 140 people during the pre-deployment period 25th-28th June, 2016. This conference room will be provided, between 0800 hrs to 2100hrs daily.
- 1.9.2. The conference room must have a room capacity of at least 150 persons and must include the following:
 - Audio visual equipment
 - One microphone
 - Seating for 140 people in theatre shape
 - 2 x folding table and chairs to seat 8 people set in front of conference room
 - Projection screen
 - Projectors hard wired in the a computer docking station



- Water pitcher and glasses for 150 people

1.10. Buses Access

- 1.10.1. From June 25th-28th, 2016 an estimated three (3) buses daily to pick-up and deliver contingent personnel to and from their place of duty. The Contractor must allow those buses access to its property for that purpose.

1.11. DELIVERABLES

- 1.11.1. Hotel and Food Service as per SOW para 1.6 and 1.7
- 1.11.2. Parking as per SOW para 1.8
- 1.11.3. Conference Room Services as per SOW para 1.9
- 1.11.4. Storage room as per SOW para 1.6.5