



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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

<b>Title - Sujet</b> Hotel Services		
<b>Solicitation No. - N° de l'invitation</b> W0113-15CS58/A	<b>Date</b> 2016-04-21	
<b>Client Reference No. - N° de référence du client</b> W0113-15CS58		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-006-7100		
<b>File No. - N° de dossier</b> TOR-6-39003 (006)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-10</b>		<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kim, Raquel		<b>Buyer Id - Id de l'acheteur</b> tor006
<b>Telephone No. - N° de téléphone</b> (905) 615-2073 ( )		<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 247 Cambrai Road - Bldg, O-111 Borden Ontario L0M1C0 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 Debriefings**

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

### **1.3 Canadian Content**

The requirement is limited to Canadian services.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2016-04-04 ) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

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

### **2.3 Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.4 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 (3 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

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

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C Electronic Payment Instruments, to identify which ones are accepted.

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications and additional information 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**

1. Bidders must demonstrate how they meet the mandatory criteria by providing necessary documentation to support compliance.
2. Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

Table 1. Mandatory Technical Evaluation Criteria

Item Number	Mandatory Requirements	Identify where supporting documentation is located in the bid i.e. page #, paragraph, sentence
M1	<p><u>Location</u></p> <p>The proposed hotel must be located in Barrie Ontario and within 30 kilometers driving distance of both CFB Borden and the Lake Simcoe Regional Airport, Ontario (CYLS), with easy access to major travel routes (i.e. Highway 400 and County Road 90) to both locations.</p>	
M2	<p><u>Hotel Room Requirements</u></p> <p>The proposed hotel must have the following room facilities:</p> <p>Single occupancy rooms and Double occupancy rooms as outlined in Annex B-Basis of Payment and further described in paragraph 2.8.</p>	
M3	<p><u>Check-in and Check-out</u></p> <p>The proposed hotel must have early check-in (i.e. 1:00 PM) and late check-out (i.e. 3:00 PM) to accommodate flight schedules and flight changes.</p>	
M4	<p><u>Key Representative</u></p> <ol style="list-style-type: none"> <li>The Bidder must provide the Key Representative(s) for the Contract.</li> <li>The Key Representative(s) must be available for all contract-related matters when requested by the Contracting Authority and Technical Authority.</li> <li>The Key Representative(s) must be responsible to liaise with the Bidder's personnel and subcontractors, as required.</li> <li>The Key Representative(s) must be available from 8:00 AM to 6:00 PM EDT local time daily.</li> </ol>	

M5	<p><u>Parking</u></p> <ul style="list-style-type: none"> <li>a. The proposed hotel must have onsite parking available with adequate space to accommodate performers truck/ trailer combinations that are up to 35' in length.</li> <li>b. As outlined in Annex B- Basis of Payment, 70 consecutive parking spaces are required at peak usage, and 20 of these parking spaces must accommodate the truck/trailer combinations.</li> <li>c. The Bidder must demonstrate compliance by providing the number of parking spots available as well as a statement that it will provide 70 consecutive parking spot.</li> </ul>	
M6	<p><u>Restaurants</u></p> <ul style="list-style-type: none"> <li>a. The proposed hotel must have an in-house dining facility or local sit-down dining facilities available within 2 kilometers of the hotel.</li> <li>b. The dining facility must serve meals between 7:00 AM and 9:00 PM EDT.</li> </ul>	
M7	<p><u>Fitness Facilities</u></p> <ul style="list-style-type: none"> <li>a. The proposed hotel must have an onsite fitness facilities available for use by the participants.</li> <li>b. The fitness facilities must include: <ul style="list-style-type: none"> <li>• Cardiovascular machines and weight training equipment</li> <li>• Accessible drinking water</li> <li>• Disinfectant cleaner for hygiene purposes</li> </ul> </li> <li>c. The fitness facilities must be: <ul style="list-style-type: none"> <li>• Sufficient for ten people to use simultaneously</li> <li>• Located in the hotel where the participants are being accommodated</li> <li>• Accessible 24/7</li> </ul> </li> </ul>	
M8	<p><u>Laundry Services</u></p> <p>The proposed hotel must have laundry facilities for participants to wash, dry and fold their own laundry.</p> <p>Note to the Bidder: Individual participant will be responsible to pay for these services.</p>	

M9	<u>Access to Internet</u> <ol style="list-style-type: none"> <li>Complimentary Wifi must be available throughout all common areas, guest rooms, and the conference room.</li> <li>High speed cable internet must be available for use at each participant's room.</li> </ol>	
M10	<u>Conference Room</u> <ol style="list-style-type: none"> <li>The proposed hotel must have a conference room. The room space must be large enough to accommodate a minimum of 60 participants seated and a catering service at a buffet style.</li> <li>The proposed hotel must have the following facilities in the conference room, including but not limited to: <ol style="list-style-type: none"> <li>Computer with internet access, preferably with Windows software</li> <li>A computer projector with screen, viewable to all 60 seated participants</li> <li>Microphone and speakers</li> </ol> </li> <li>The conference room must be available from June 10, 2016 to June 12, 2016 from 7:30 AM to 11:00 AM EDT.</li> <li>The conference room must be located at the same hotel as the participants.</li> </ol>	
M11	<u>Catering</u> <ol style="list-style-type: none"> <li>The proposed hotel services must include a morning refreshment from 8:00 AM to 10:00 AM EDT for each morning session of June 10 to 12, 2016 in the conference room at a buffet style.</li> <li>The refreshment must be sufficient for 60 participants and the service must accommodate all the requests from the participants.</li> <li>The refreshments must include, but not limited to: <ul style="list-style-type: none"> <li>A selection of coffee, tea, water, and juice</li> <li>A selection of muffins, fruits, sweets (e.g. Nanaimo bars, carrot cake, squares)</li> </ul> </li> </ol>	
M12	The proposed hotel services, including hotel rooms, parking and conference room must be within the same location.	



#### **4.1.2 Financial Evaluation**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria 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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

##### **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

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Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Canadian Content Certification**

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

##### **5.2.3.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition**

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

#### **6.1.1 Optional Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before June 9, 2016 by sending a written notice to the Contractor

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

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## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from June 9, 2016 to June 14, 2016 inclusive.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Raquel Kim  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions and Compensation  
Address: 33 City Centre Drive, Suite 480-C  
Mississauga, Ontario L5B 2N5  
Telephone: 905-615-2073  
E-mail address: raquel.kim@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 Technical Authority (to be inserted at contract award)**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **6.5.3 Contractor's Representative (to be inserted at contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

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E-mail: \_\_\_\_\_

## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

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

### **6.6.2 Single Payment**

SACC Manual clause H1000C (2008-05-12), Single Payment

## **6.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **6.8.2 SACC Manual Clauses**

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

## **6.9 Applicable Laws**

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

## **6.10 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.

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- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C to Part 3 of the Bid Solicitation;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

#### **6.11 Defence Contract**

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

#### **6.12 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. BACKGROUND**

The Canadian Armed Forces (CAF) requires the provision of services in the Borden and Simcoe County Area, ON, Canada, for accommodations and hotel amenities. CFB Borden will conduct a Canadian Armed Forces Day (CAFD) on 11-12 June 2016 which consist of the Canadian Forces Snowbirds, F-18 and Skyhawks to name a few. In addition, the event will also commemorate the 100th Anniversary of CFB Borden and the 72nd Anniversary of D-Day.

There are no accommodations or conference facilities available at CFB Borden for the number of performers/ officials/ guests expected to attend this event. Therefore, it is necessary to obtain an appropriate facility, from an outside source, which is centrally located in Simcoe County, Ontario. Barrie is named as the central location to house our performers/ officials/ guests due to the fact that the CAFD operation utilizes the facilities offered at Lake Simcoe Regional Airport in order to meet runway requirements.

The hotel must be located in Barrie Ontario and within 30 kilometers driving distance of both CFB Borden and the Lake Simcoe Regional Airport, Ontario (CYLS), with easy access to major travel routes (i.e. Highway 400 and County Road 90) to both locations.

#### **2. REQUIREMENTS**

##### **2.1. Hotel Accommodations**

A detailed breakdown of the required rooms, check-in and check-out dates is provided in Annex B.

##### **2.2. Conference Room**

- a. The hotel must have a conference room. The room space must be large enough to accommodate a minimum of 60 participants seated and a catering service at a buffet style.
- b. The hotel must have the following facilities in the conference room, including but not limited to:
  - i. Computer with internet access, preferably with Windows software;
  - ii. A computer projector with screen, viewable to all 60 seated participants; and
  - iii. Microphone and speakers
- c. The conference room must be available from June 10, 2016 to June 12, 2016 from 7:30 AM to 11:00 AM EDT.
- d. The conference room must be located at the same hotel as the participants.

##### **2.3. Catering**

- a. The hotel services must include a morning refreshment from 8:00 AM to 10:00 AM EDT for each morning session of June 10 to 12, 2016 in the conference room at a buffet style.
- b. The refreshment must be sufficient for 60 participants and the service must accommodate all the requests from the participants.
- c. The refreshments must include, but not limited to:
  - A selection of coffee, tea, water, and juice
  - A selection of muffins, fruits, sweets (e.g. Nanaimo bars, carrot cake, squares)

#### 2.4. Amenities

The Contractor must provide access to all hotel amenities for the duration of the stay including but not limited to:

a. Parking

- The hotel must have onsite parking available with adequate space to accommodate performers truck/ trailer combinations that are up to 35' in length.
- 70 consecutive parking spaces are required at peak usage, and 20 of these parking spaces must accommodate the truck/trailer combinations.

b. Restaurant(s)

- The hotel must have an in-house dining facility or local sit-down dining facilities available within 2 kilometers of the hotel.
- The dining facility must serve meals between 7:00 AM and 9:00 PM EDT.

c. Fitness Facilities

There must be an onsite fitness facilities available for use by the participants.

The fitness facilities must include:

- Cardiovascular machines and weight training equipment
- Accessible drinking water
- Disinfectant cleaner for hygiene purposes

The fitness facilities must be:

- Sufficient for ten people to use simultaneously
- Located in the hotel where the participants are being accommodated
- Accessible 24/7

d. Laundry Services

The hotel must have laundry facilities for participants to wash, dry and fold their own laundry. Individual participant will be responsible to pay for these services.

e. Access to Internet

- Complimentary Wifi must be available throughout all common areas, guest rooms, and the conference room.
- High speed cable internet must be available for use at each participant's room.

f. Housekeeping

- Conference room must be cleaned, swept, with garbage emptied daily and as requested.
- Every day, the accommodations must be:
  - i. Cleaned; including bathrooms (toilet paper added as required)
  - ii. Beds made
  - iii. Fresh Towels, soap, and shampoo provided
  - iv. At least one sanitized drinking glass made available

2.5. The Contractor must provide a floor plan indicating available electrical outlets, network outlets, power mount, screen locations, row seating plan for 60 participants, and Wi-Fi (for weather), as well as any other facilities available.

#### 2.6. Additional Room Charges

The Government of Canada 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 the Contract.

## 2.7. 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 the contract, and will be settled outside of the contract.

## 2.8. Room Type

### a. Single Occupancy Rooms:

- Queen or King bed
- Private bathroom with a toilet, sink, shower, and towels
- Television
- Telephone
- High Speed cable internet and Wifi.

### b. Double Occupancy Rooms:

- Two double beds
- Private bathroom with a toilet, sink, shower, and towels
- Television
- Telephone
- High Speed cable internet and Wifi.

## 2.9. Room Allocations and Room Keys

- It is mandatory that the Contractor accommodate all participants in one hotel facility. It is also preferable that the rooms are block booked by floor, rather than being spread throughout the hotel.
- The Contractor must provide, when requested by a designated CAF Point of Contacts (POC), access to all rooms occupied by participants throughout the duration. The CAF POC will be identified via a list to be provided to the Hotel Liaison Representative(s).
- The Contractor must provide one room key per person staying in each room. Keys will be picked up and managed by the identified POC of the CAF.
- 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 Technical Authority.
- The Contractor must provide pre-registration and room allocation before the event.

## 2.10. Check-in and Check-out

The hotel must have early check-in (i.e. 1:00 PM) and late check-out (i.e. 3:00 PM) to accommodate flight schedules and flight changes.

## 2.11. Kick-off meeting

- Upon contract award, the Contractor must be available to coordinate a kick-off meeting, when requested by the Technical Authority. The purpose of the meeting is to:
  - Review the details of the contract;
  - Review CAF procedure (quality assurance, supply, finance)
  - Clarify areas of confusion
  - Review and clarify scheduled activities
  - Ensure that everyone understands their responsibilities under the contact
- The kick-off meeting must be held at the hotel specified for the contract.

## 2.12. Key Representative

- The Bidder must provide the Key Representative(s) for the Contract.
- The Key Representative(s) must be available for all contract-related matters when requested by the Contracting Authority and Technical Authority.
- The Key Representative(s) must be responsible to liaise with the Bidder's personnel and subcontractors, as required.



- d. The Key Representative(s) must be available from 8:00 AM to 6:00 PM EDT local time daily.
- e. For matters occurring outside these hours, a contact person and number must be provided if different than the designated Key Representative(s). The individual(s) must be able to communicate effectively in English.
- f. The Contractor must provide the following information to the Technical Authority pertaining to the Key Representative:
  - i. Position Title
  - ii. Office Number
  - iii. Mobile Number
  - iv. Fax Number
  - v. Email Address
  - vi. Office Location

#### 2.13. Quality Assurance

The Contract must 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 must be dealt with first by the liaison staff at the hotel and escalated to the CAF TA and the Contracting Authority, as required.

#### 2.14. Cancellation Policy

The Contractor must allow 24 hours' notice for cancellation with no penalty. Once the 24 hour period is over, the rooms must be able to be cancelled on a day-by-day basis with 24 hours' notice.

2.15. The proposed hotel services, including hotel rooms, parking and conference room must be within the same location.

### 3. OPTIONAL ROOMS

Although not anticipated, there may be a requirement for Single and Double occupancy rooms from June 9-12, 2016 of up to an additional 30 rooms per day, over the already identified requirement in paragraph 2.1.

## ANNEX B

### BASIS OF PAYMENT

For the provision of hotel services, including rooms and amenities, parking, conference room and refreshment, firm unit price, in Canadian funds, DMF and HST extra.

The proposed unit price for the Single and Double Occupancy must not exceed the Canadian City Rate Limits in the 2016 Accommodation Directory for Barrie, Ontario. (<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/rechercher-search-2-eng.aspx?p=0&c=44&r=D&m=3&l=W&e=X&o=S&t=X&s=R&u=1>)

<b>A. SINGLE OCCUPANCY (in accordance with Annex A – Statement of Work)</b>						
Check-in	Check-out	Duration of stay	Number of rooms	Total number of room nights	Firm All Inclusive Unit Price, per room, per night	Extended Price
June 09, 2016	June 12, 2016	3	24	72		
June 10, 2016	June 12, 2016	2	2	4		
June 09, 2016	June 13, 2016	4	10	40		
June 09, 2016	June 14, 2016	5	25	125		
Total for 241 room nights						

<b>B. DOUBLE OCCUPANCY (in accordance with Annex A – Statement of Work)</b>						
Check-in	Check-out	Duration of stay	Number of rooms	Total number of room nights	Firm All Inclusive Unit Price, per room, per night	Extended Price
June 09, 2016	June 12, 2016	3	9	27		
June 09, 2016	June 13, 2016	4	4	16		
Total for 43 room nights						

Solicitation No. - N° de l'invitation  
W0113-15-CS28/A  
Client Ref. No. - N° de réf. du client  
W0113-15-CS28

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39003

Buyer ID - Id de l'acheteur  
TOR006  
CCC No./N° CCC - FMS No./N° VME

<b>C. CONFERENCE ROOM (in accordance with Annex A – Statement of Work)</b>				
From	To	Number of days (7:30 AM to 11:00 AM EDT)	Firm All Inclusive Unit Price, per day	Extended Price
June 10, 2016	June 12, 2016	3		
<b>D. REFRESHMENTS (in accordance with Annex A – Statement of Work)</b>				
From	To	Number of days (8:00 AM to 10:00 AM EDT)	Firm All Inclusive Unit Price, per day	Extended Price
June 10, 2016	June 12, 2016	3		

<b>E. PARKING (in accordance with Annex A – Statement of Work)</b>						
Check-in	Check-out	Duration of stay	Number of Parking Space	Total number of Parking Space	Firm All Inclusive Unit Price, per parking, per night	Extended Price
June 09, 2016	June 12, 2016	3	20	60		
June 09, 2016	June 13, 2016	4	20	80		
June 09, 2016	June 14, 2016	5	30	150		
Total for 290 parking spots						

**OPTION:**

<b>F. OPTION (in accordance with Annex A – Statement of Work)</b>				
Check-in	Check-out	Estimated Number of rooms	Firm All Inclusive Unit Price, per room, per night	Extended Price
June 09, 2016	June 10, 2016	30		
June 10, 2016	June 11, 2016	30		
June 11, 2016	June 12, 2016	30		

The estimated number of rooms are used as a guideline for financial evaluation purposes only and not a guarantee of actual usage. The Extended Price column will be deleted upon contract award. The option will be exercised through a contract amendment process.

Solicitation No. - N° de l'invitation  
W0113-15-CS28/A  
Client Ref. No. - N° de réf. du client  
W0113-15-CS28

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39003

Buyer ID - Id de l'acheteur  
TOR006  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)