



**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**

<b>Title - Sujet</b> ACCOMMODATIONS IN KEY WEST FL	
<b>Solicitation No. - N° de l'invitation</b> W3999-165002/A	<b>Date</b> 2016-10-25
<b>Client Reference No. - N° de référence du client</b> W3999-165002	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-71773	
<b>File No. - N° de dossier</b> lp003.W3999-165002	<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 2016-11-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<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> Tremblay, Jacynthe	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (819) 420-2995 ( )	<b>FAX No. - N° de FAX</b> (819) 956-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

<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>

## REQUEST FOR PROPOSAL

### ACCOMMODATIONS IN KEY WEST, FLORIDA (FL) FOR THE DEPARTMENT OF NATIONAL DEFENSE (DND)

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- Annex B Basis of Payment
- Annex C Information and Contacts
- Annex D Electronic Payment Instruments – Bid Solicitation

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Canadian Armed Forces (CAF) will be participating in continuation dive training in Key West, Florida and will require Hotel Services for the duration of the training.

It is anticipated that the training will take place from 21 January – 27 March 2017, where the Search and Rescue Technicians in total will be composed of approximately one hundred and twenty eight (128) personnel, all qualified CAF divers.

The Hotel must be located within 10 km of the downtown core of Key West. From Garrison Bight Marina, Key West Bight and Southernmost Point. Google Maps will be using to calculate distances.

Statement of Work is detailed at Annex A.

### **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 Trade Agreements**

The requirement is subject to the provisions of the Canada-Chile Free Trade Agreement (CCFTA), and the Agreement on 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 *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 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** ( )

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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 three (3) business days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I:        Technical Bid ( 1 copy )  
Section II:       Financial Bid ( 1 copy )  
Section III:      Certifications ( 1 copy )

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

### **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

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

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

If Annex D- 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.

### **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**

The price of the bid will be evaluated in Canadian dollars, the Good and Services Tax or the Harmonized Sales Tax excluded, as submitted in Annex B – Basis of Payment.

## 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 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 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](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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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 (2016-04-04), 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 2017-03-27, 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](mailto: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 work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 6.5.3 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 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.

### 6.7.4 Exchange Rate Fluctuation Adjustment

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

### **6.7.5 Electronic Payment of Invoices – Contract (to be updated at contract award)**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## **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 Manitoba.

## **6.11 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (d) annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

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Client Ref. No. - N° de réf. du client  
W3435-165002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003W3435-165002

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

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## **6.12 Insurance Requirements**

SACC Manual Clause G1005C (2016-01-25) Insurance- No Specific Requirement

## **6.13 Construction**

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.

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## ANNEX A -STATEMENT OF WORK

### 1. OVERVIEW AND GENERAL REQUIREMENTS

#### 1.1. Background

The Canadian Armed Forces (CAF) will be participating in continuation dive training in Key West, Florida and will require Hotel Services for the duration of the training.

It is anticipated that the training will take place from 21 January – 27 March 2017, where the Search and Rescue Technicians in total will be composed of approximately one hundred and twenty eight (128) personnel, all qualified CAF divers.

#### 1.2. Objective

The objective of this Statement of Work (SOW) is to obtain Hotel Services in support of the dive training.

#### 1.3. Scope

The Contractor is required to deliver the following services in support of the CAF's training in Key West Florida, as follows;

- a. Hotel Services for approximately one hundred and twenty eight (128) people as indicated in the matrix at sec 2.2.1

The general approach to the work described in this SOW is that the contract will be managed and administered by a single Prime Contractor who will either deliver all required services, or through sub-contracts, arrange for the delivery of the required services. In either scenario, the Prime Contractor will be wholly responsible for the seamless delivery of all of the required services and will proactively take the necessary measures to ensure that any conflicts or issues are promptly addressed and resolved. The Contractor must provide the services in the location identified in sec 2.2.1

1.3.3 In the event CAF is delayed during the deployment or re-deployment phase, hotel services may be additionally required and requested by the Contracting Authority for 3-5 days.

#### 1.4. CAF Responsibilities

The CAF will provide a single Point of Contact (POC) to assist with booking requirements and changes.

The CAF Technical Authority (TA) will inform the contractor no later than forty-eight (48) hours before any associated occupancy date cancellations. The CAF TA will be responsible to provide a list of the names of the personnel utilizing the accommodation at least forty-eight (48) hrs prior to the occupancy dates with the exception of unforeseen circumstances.

## 2. DETAILED TECHNICAL REQUIREMENTS

The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

### 2.1. Technical Requirement

- 2.1.1 Nine (9) rooms must be double occupancy and non-smoking.
- 2.1.2 Two (2) single rooms for the Clearance Diving Instructor's for the duration and non-smoking.
- 2.1.3 Two (2) single rooms for the Mental health staff for two night stay on each of the serials.
- 2.1.4 All amenities must be segregated from the basic room rate, no further cost against the CAF than those established.
- 2.1.5 General room cleaning service must be performed on a daily basis.
- 2.1.6 Fresh towel service and shampoo and soaps sufficient for the number of room occupants must be provided on a daily basis.
- 2.1.7 At least one (1) sanitized (cleaned) drinking glass per room occupant must be provided.
- 2.1.8 Bedding exchange must occur on weekly basis, unless CAF TA requests bi-weekly.
- 2.1.9 Rooms must be equipped with single beds or larger with comfortable bedding. A sofa bed or cot is not acceptable
- 2.1.10 Each room will include a private three piece bathroom with minimum of a toilet, sink, and shower.
- 2.1.11 Serviceable television with remote and cable.
- 2.1.12 Safes must be made available within the room or at the front desk for CAF personnel.
- 2.1.13 Alarm Clock or wake-up call service.
- 2.1.14 Rooms must have armchairs or sofa for the room occupants and guest.
- 2.1.15 At least two (2) electrical outlets.
- 2.1.16 Each room will be equipped with a refrigerator and coffee machine with daily coffee and tea replenishment, at no extra cost to the room occupants.
- 2.1.17 Telephone capable of making international calls. Occupants will pay personal phone charges at time of check-out and billed directly to the occupant of the rooms.
- 2.1.18 The hotel must be equipped with Wi-Fi access in the rooms and throughout the common areas.
- 2.1.19 Rooms must meet the local Hotel Industry standard for hygiene and sanitation.
- 2.1.20 Secure parking must be available for a minimum of four to six (4-6) vehicles within the hotel grounds.

## 2.2. General Requirements:

2.2.1 The CAF requires the provision of Hotel Services of double rooms continuously for the dates indicated in the matrix below, with 2 single rooms for Mental Health staff on the dates indicated and 2 single rooms on each of the seven serials for dive staff;

Location	Number of Bed Spaces	Double Occupancy	Check-In date	Check Out Date	(2) Single Rooms MH staff	Single Room's Dive staff
Key West, Fl	18	9	21 Jan 17	28 Jan 17	2 nights, 26 <sup>th</sup> ,27 <sup>th</sup>	2
Key West, Fl	18	9	29 Jan 17	5 Feb 17	2 nights, 3 <sup>rd</sup> , 4 <sup>th</sup>	2
Key West, Fl	18	9	11 Feb 17	18 Feb 18	2 nights, 16 <sup>th</sup> , 17 <sup>th</sup>	2
Key West, Fl	18	9	19 Feb 17	26 Feb 17	2 nights, 24 <sup>th</sup> ,25 <sup>th</sup>	2
Key West, Fl	18	9	4 Mar 17	11 Mar 17	2 nights 9 <sup>th</sup> , 10 <sup>th</sup>	2
Key West, Fl	18	9	12 Mar 17	19 Mar 17	2 nights 17 <sup>th</sup> ,18 <sup>th</sup>	2
Key West, Fl	18	9	20 Mar 17	27 Mar 17	2 nights 25 <sup>th</sup> ,26 <sup>th</sup>	2

2.2.2 The Hotel must be located within 10 km of the downtown core of Key West. From Garrison Bight Marina, Key West Bight and Southernmost Point. Google Maps will be using to calculate distances.

2.2.3 Prior to the contract being awarded, a CAF representative will complete an inspection of the accommodation and facilities to ensure they meet the CAF standards for hygiene and safety. (Time and person to be confirmed by CAF TA).

2.2.4 Personnel shall not be relocated to another room during their stay unless it becomes necessary as directed by the CAF TA.

2.2.5 The CAF must be able to reduce or increase the bed spaces by fifteen (15) % on any one night given forty-eight (48) hour notice (if bed spaces are available).

2.2.6 The hotel awarded the contact must provide early check-in and late check-out as required to accommodate flight times and/or changes. If not feasible, in lieu of early-in or late-check-out, a secure luggage storage area must be provided on request.

2.2.7 Hotel facility must have the capability for occupants to do their own laundry at the occupants own expense.

2.2.8 Hotel facility to provide one conference room on the second last day of each serial for briefings and the ability for two interview rooms.

Room must divide into two separate rooms by a wall or will require one additional small meeting room for 2 persons on same dates noted above. This is to accommodate personal interviews.

Serial	Date Required	Set-up	Capacity	Equipment
#1	27 Jan 17	Lecture style, 20 chairs with a podium	20	Projector
#2	4 Feb 17	Same	20	Projector
#3	17 Feb 17	Same	20	Projector
#4	25 Feb 17	Same	20	Projector
#5	10 March 17	Same	20	Projector
#6	18 March 17	Same	20	Projector
#7	26 March 17	Same	20	Projector

### 2.3. Contractors Responsibilities;

- 2.3.1 Contractor must provide full access to all hotel amenities for the duration of the personnel's stay. Including but not limited to parking, restaurant(s) and fitness facility.
- 2.3.2 The Contractor must provide the services outlined in this Statement of Requirement.
- 2.3.3 The Contract must provide a local staff member as the primary Point of Contact (POC) for all matters relating to hotel services. The POC must be available from 0800hrs to 1800hrs daily. Outside these hours, a contact person and cell phone number must be provided to the CAF TA if different than the designated individual. These individuals must be able to communicate effectively in English.

### 3. DELIVERABLES

- 3.1 Provide hotel service as indicated in section 2.1 and 2.2

### 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 and meeting price.**

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

#### SINGLE OCCUPANCY

Check-In 2017	Check-Out 2017	Estimated number of rooms	Estimated number of nights	Estimated Number of room nights (a)	Daily Rate (b) / Currency	Total Estimated Value (a x b)
21 Jan	28 Jan	2	7	14		
26 Jan	28 Jan	2	2	4		
29 Jan	05 Feb	2	7	14		
03 Feb	05 Feb	2	2	4		
11 Feb	18 Feb	2	7	14		
16 Feb	18 Feb	2	2	4		
19 Feb	26 Feb	2	7	14		
24 Feb	26 Feb	2	2	4		
04 Mar	11 Mar	2	7	14		
09 Mar	11 Mar	2	2	4		
12 Mar	19 Mar	2	7	14		
17 Mar	19 Mar	2	2	4		
20 Mar	27 Mar	2	7	14		
25 Mar	27 Mar	2	2	4		
Total estimated value before applicable taxes:						

#### DOUBLE OCCUPANCY

Check-In 2017	Check-Out 2017	Estimated number of rooms	Estimated number of nights	Estimated Number of room nights (a)	Daily Rate (b) / Currency	Total Estimated Value (a x b)
21 Jan	28 Jan	9	7	63		
29 Jan	05 Feb	9	7	63		
11 Feb	18 Feb	9	7	63		
19 Feb	26 Feb	9	7	63		
4 Mar	11 Mar	9	7	63		
12 Mar	19 Mar	9	7	63		
20 Mar	27 Mar	9	7	63		
Total estimated value before applicable taxes:						

Applicable taxes: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W3434-165002/A  
Client Ref. No. - N° de réf. du client  
W3435-165002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003W3435-165002

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

**Meeting Space Rental Rates:**

Serial	Date Required	Number of Days	Daily Rental Rate/ Currency
#1	27 Jan 17	1	
#2	4 Feb 17	1	
#3	17 Feb 17	1	
#4	25 Feb 17	1	
#5	10 March 17	1	
#6	18 March 17	1	
#7	26 March 17	1	
Total estimated value before taxes:			

Applicable taxes: \_\_\_\_\_

## ANNEX C

### INFORMATION AND CONTACTS

#### 1. Bidder Information

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

#### 2. Property Information

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

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

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

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

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJdGlVbj1yZWdpc3Rlci5pbmRybyZpZD0x&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.

Solicitation No. - N° de l'invitation  
W3434-165002/A  
Client Ref. No. - N° de réf. du client  
W3435-165002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003W3435-165002

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

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## **ANNEX D 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);