



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travel Procurement Services Division / Division  
des services d'approvisionnement en voyage  
11 Laurier St. / 11, rue Laurier  
Place du Portage , Phase III  
7B3-14  
Gatineau, Québec K1A 0S5  
pierre.asselin@tpsgc-pwgsc.gc.ca  
Bid Fax: (819) 956-4944

**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> Hotel Services hôteliers Homestead	
<b>Solicitation No. - N° de l'invitation</b> W0138-163371/A	<b>Date</b> 2016-12-28
<b>Client Reference No. - N° de référence du client</b> W0138-163371	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-002-72161	
<b>File No. - N° de dossier</b> lp002.W0138-163371	<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 2017-01-03</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> Asselin, Pierre	<b>Buyer Id - Id de l'acheteur</b> lp002
<b>Telephone No. - N° de téléphone</b> (819) 420-0347 ( )	<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>



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D-1	Exercice CHUMEX 2017 C/O: Canadian 425 ETAC 482nd Fighter Wing, Homestead ARB Homestead, FL	I-1	3 Escadre Bagotville Alouette, Quebec G0V 1A0 Attn: 425 ETAC



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	services hoteliers Homestead	D - 1	I - 1	1	CH	\$	\$		See Herein	

## REQUEST FOR PROPOSAL

### EXERCISE CHUMEX / TIPIC SAUVAGE 17 Hotel Services in Homestead, Florida

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- Annex B Basis of Payment
- Annex C Information and Contacts
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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 Homestead Area, FL, USA, for accommodations and hotel amenities.

These services are required when the CAF deploys to Homestead, FL, USA, for the period of 10 January to 19 February 2017 to participate in the CHUMEX/TIPIC SAUVAGE Exercise with the 482<sup>nd</sup> Fighter Wing at Homestead Air Reserve Base.

Hotel Accommodations: The CAF will require single and double occupancy rooms, as per the table below:

Dates	Single Rooms	Double Rooms	Total
10 Jan to 5 Feb 2017	8	6	14
10 to 19 Jan 2017	0	1	1
11 Jan to 5 Feb 2017	0	2	2
13 Jan to 5 Feb 2017	39	38	77
11 to 19 Feb 2017	7	16	23

**Note: Check out will take place the morning of the date listed above.**

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 World Trade Organization Agreement on Government Procurement (WTO-AGP) and Canada-Chile Free Trade Agreement (CCFTA) and the Agreement of Internal Trade (AIT). Timeline has been reduced in accordance with the provisions of WTO-AGP.

## 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) Travel Procurement Services Division 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.

## 2.4 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.

## 2.5 Applicable Laws

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

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.

##### **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 Work.

##### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in US dollars, applicable taxes 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 including all the rooms at one location will be recommended for award of contract. More than one contract may be awarded to fulfill the requirement.

If the requirement cannot be accommodated in one hotel, preference will be given to Bidders that provide accommodation in the fewest amount of hotels as possible located in the shortest distance from one another at a reasonable cost. A cost is reasonable if the nature and amount do not exceed what would be incurred by an ordinary prudent person in the conduct of a competitive business.

All hotels must meet the requirements outlined in this document.

### **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.

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## 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" 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" 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 2017-02-05, inclusive.

#### 6.4.2 Option to extend the Contract

Canada may extend service beyond 19 February 2017 by advising the Contractor with a minimum of twenty-four (24) hours in advance and upon agreement by the Contractor if availability exists under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Pierre Asselin, ing., M.G.P. | P.Eng., M.P.M.**  
Supply Manager  
Public services and Procurement Canada  
Telephone 819-420-0347 / 613-325-7342  
Facsimile 819-956-4944

[Pierre.Asselin@tpsgc-pwgsc.gc.ca](mailto:Pierre.Asselin@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

The Contractor's representative for the Contract is: ***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 B - 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 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.

### **6.7.3 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 province of Quebec.

#### **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 \_\_\_\_\_

#### **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.

## ANNEX A -STATEMENT OF WORK

### EXERCISE CHUMEX / TIPIC SAUVAGE 17 Hotel Services in Homestead, Florida

#### 1. SCOPE

- 1.1 The Canadian Armed Forces (CAF) requires the provision of services in the Greater Homestead Area, FL, USA, for accommodations and hotel amenities.
- 1.2 These services are required when the CAF deploys to Homestead, FL, USA, for the period of 10 January to 5 February 2017 to participate in the CHUMEX/TIPIC SAUVAGE Exercise with the 482<sup>nd</sup> Fighter Wing at Homestead Air Reserve Base.

#### 2. GENERAL REQUIREMENTS

- 2.1 Hotel Accommodations: The CAF will require single and double occupancy rooms, as per the table below:

Dates	Single Rooms	Double Rooms	Total
10 Jan to 5 Feb 2017	8	6	14
10 to 19 Jan 2017	0	1	1
11 Jan to 5 Feb 2017	0	2	2
13 Jan to 5 Feb 2017	39	38	77
11 to 19 Feb 2017	7	16	23

**Note: Check out will take place the morning of the date listed above.**

- 2.2 Parking: Parking must be available for 40 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 may 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).

#### 3. TECHNICAL REQUIREMENTS

- 3.1 Subject to availability, the CAF must have the option of decreasing the number of rooms by up to 20% up to 48 hours to 10 January 2017, without incurring any penalties.
- 3.2 Although it is not currently anticipated, there may be a requirement to add Single and Double rooms, up to an additional 10%, over the already identified requirement in paragraph 2.1.
- 3.3 The contractor will be advised no later than 48 hours prior to increasing the allocation, subject to availability.
- 3.4 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.

- 
- 3.5 **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.
- 3.6 **Single Occupancy Rooms:** Single Occupancy Rooms must have at a minimum:
- a. 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;
  - b. A private full bath with a minimum of a toilet, sink, shower, and towels;
  - c. 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;
  - d. 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;
  - e. A safe within the room or at minimum, a suitable substitute available at the front desk;
  - f. An arm chair or sofa;
  - g. An alarm clock or easy, reliable access to wake-up call services;
  - h. Two (2) available electrical outlets;
  - i. A mini-fridge (note, not mini bar), microwave and coffee machine with available coffee and tea;
  - j. Blackout curtains; and
  - k. Air-conditioning.
- 3.7 **Double Occupancy Rooms:** Double Occupancy Rooms must have at a minimum:
- a. 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;
  - b. A private full bath with a minimum of a toilet, sink, shower, and towels;
  - c. 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;
  - d. 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;
  - e. A safe within the room or at minimum, a suitable substitute available at the front desk;
  - f. An arm chair or sofa;
  - g. An alarm clock or easy, reliable access to wake-up call services;
  - h. Two (2) available electrical outlets;
  - i. A mini-fridge (note, not mini bar), microwave and coffee machine with available coffee and tea;
  - j. Blackout curtains; and
  - k. Air-conditioning.
- 3.8 **Room Block:** 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).
- 3.10 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. 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 a safe neighbourhood of greater Homestead, FL. While it is not a limitation in itself, preference will be given to the Contractor that are located within a twenty-five (25) kilometres (~15.5 mi) driving radius of Homestead Air Reserve Base, 360 Coral Sea Blvd, Homestead AFB, FL, 33039. Google Maps will be used to calculate distances.
- 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 Hotel Facilities Requirements: The Contractor must provide the following facilities: Single Occupancy rooms and Double Occupancy rooms as outlined in paragraph 2.1 and further described in paragraph 3.6 and 3.7.
- 4.6 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.
- 4.7 The proposed hotel(s) must provide early check-in and late check-out as required to accommodate flight schedules and flight changes or, if not feasible, a secured luggage storage area must be provided.
- 4.8 Amenities: The Contractor must provide access to all hotel amenities for the duration of the personnel's stay including but not limited to: parking, BBQ, swimming pool, restaurant(s) and on-site fitness facility.
- 4.9 Parking: Parking spaces must be provided as described in paragraph 2.2.
- 4.10 There must be one (1) or more restaurants within five (10) minutes' walk of the hotel(s). CAF personnel will be responsible to pay for their own purchases.
- 4.11 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.
- 4.12 Access to Internet: The internet must be included via Wi-Fi throughout all common areas, guest rooms and conference rooms.
- 4.13 Cleaning: Every second day (at a minimum) accommodation must be:
- a. Cleaned including bathrooms (toilet paper added as required);
  - b. Beds made up;
  - c. Fresh towels, soap and shampoo (based on single or double occupancy) provided; and
  - d. At least one (1) sanitized (cleaned or disinfected is acceptable) drinking glass (based on single or double occupancy).

5. CONSTRAINTS:

- 5.1 The Contractor will be given forty-eight (48) hours' notice of when service dates may need to be amended due to flight delays;
- 5.2 Cancellation Policy: The Cancellation Policy for individual room shall be 48 hours' notice before check-in with one night per room penalty.

6. CLIENT SUPPORT:

- 6.1 Department of National Defence will ensure that contractor is fully compensated for all work performed as per contracted amount.
- 6.2 The contractor may be required to provide additional support and services not specifically identified within the contract. Any support or service provided without the prior authorization of the Crown Representative is at the contractor's risk and expense.
- 6.3 The Technical Authority for directions and acceptance of this statement of work is Capt. Sebastien Carle, 425 TFS Logistics officer.

**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.**

Basis of payment will be firm daily rate per accommodation, **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 USD	Total Estimated Value before Applicable Taxes (a x b)
10 Jan	05 Feb	8	26	208		
13 Jan	05 Feb	39	23	897		
11 Feb	19 Feb	7	8	56		
1- Sub Total Single Occupancy 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 USD	Total Estimated Value before Applicable Taxes (a x b)
10 Jan	05 Feb	6	26	156		
10 Jan	19 Jan	1	9	9		
11 Jan	05 Feb	2	25	50		
13 Jan	05 Feb	38	23	874		
11 Feb	19 Feb	16	8	128		
2 - Sub Total Double Occupancy before Applicable Taxes:						

**Sum of Single and Double Occupancies before Applicable Taxes: US\$**

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

## ANNEX C - INFORMATION AND CONTACTS

### 1. Bidder Information

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

### 2. Property Information

Property name:L	
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 Canadian 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=ZnVzZWJjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD0x&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.

## **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);