



**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**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Special Projects/Projets Spéciaux

11 Laurier St./11, rue Laurier

Place du Portage/, Phase III

Floor 10C1/Étage 10C1

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Hospitality & housekeeping services	
<b>Solicitation No. - N° de l'invitation</b> 08025-160140/A	<b>Amendment No. - N° modif.</b> 006
<b>Client Reference No. - N° de référence du client</b> 08025-160140	<b>Date</b> 2017-03-23
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZL-104-31066	
<b>File No. - N° de dossier</b> 104zl.08025-160140	<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 2017-03-30</b>	
<b>Time Zone</b> Fuseau horaire 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> Gervais, Karine	<b>Buyer Id - Id de l'acheteur</b> 104zl
<b>Telephone No. - N° de téléphone</b> (873) 439-3933 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9235
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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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**Amendment No: 006**  
**RPF Published on February 9, 2017**  
**Closing Date: March 21, 2017**  
**Extended Solicitation Closes Date: March 30, 2017**

Following is a summary of Attachment/ Amendment issued to date for solicitation 08025-160140/A

Attachment /Amendment Item No.		Date	Comments
1	Amendment 001	March 6, 2017	Clarification Question 1 and Ontario Labour Legislation related information
2	Amendment 002	March 7, 2017	Clarification Question 2-3-4 and RFP revision 1) - 2) and 3) to extend the bid closing
3	Amendment 003	March 10, 2017	Clarification Question 5
4	Amendment 004	March 20, 2017	Clarification Question 6-7-8-9 and RFP revision 4)
5	Amendment 005	March 21, 2017	Clarification Question 10
6	Amendment 006	March 23, 2017	Clarification Question 11 and RFP revision 5), 6) and 7) to extend the bid closing date

**Clarification Questions:**

Note, clarification questions are numerically sequenced upon arrival at PSPC. A question and its answer will be provided via the Government of Canada tendering web site BuyandSell.gc.ca as responses become available. Potential bidders are therefore advised that questions and answers may be issued via BuyandSell.gc.ca out of sequence.

The following clarification questions were received from a potential bidder. In accordance with Article 13 under 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, which has been incorporated into the RFP, in accordance with Article 2.1c) of the RFP, the clarification question and corresponding answer are provided to all potential bidders as set out below:

**Question 11):**

We have knowledge of the staffing structure provided by the current contractor at Global Affairs and there is no "Site Manager" position that they employ. The receptionist position also does not exist and is covered by the Manager/Maitre D', this most likely explains why the rates are missing from amendment #1, Are we able to omit these hourly rates from the proposal?

And if they are required, we will need the actual rate as it was missing from the amendment.

**Answer 11:**

As the site manager category has not been utilized under the current contract, a pay rate will not be provided by Canada. However, the requirement for Bidders to submit a rate for all categories of services remains unchanged, hence a rate must be provided for each category of services including the site manager. In addition, the weighting for each category has been revised slightly as indicated below.

The RFP revision 5) is raised to update the Attachment 1 to part 3, Pricing Scenario in order to clarify the Weighting of each Categories of Services.

Please refer to Solicitation amendment 004 regarding Canada Ontario Labour Legislation obligations.

**Amendment to bid solicitation**

The following revision is made to the solicitation document:

5) Reference – Attachment 1 to Part 3 – Pricing Scenario

**DELETE** in its entirety Attachment 1 to Part 3 – Pricing Scenario and replace with:

**ATTACHMENT 1 TO PART 3, PRICING SCENARIO**

The Bidder must complete the Annex B and include it in its financial bid.

The information included in this pricing scenario are provided for bid evaluated score determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing scenario does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

The following steps will be followed for the Financial Evaluation using the rates or fees provided in the Annex "B" of the Basis of Payment:

**B.2 Ongoing Services**  
**B.3 Other Related Services**

The entire Financial Evaluation is worth 30% of the total proposal final score. The allotment per step above will be as follows:

For a better understanding of the scenario an example is provided for each step:

Steps of Financial Evaluation	Weighting	Points Allotted (for calculation purpose)
1. Ongoing Services	75%	22.5
2. Other Related Services	25%	7.5
TOTAL	100%	30

**1. Ongoing Services**

**Step 1:** Hourly rate sum per category of service will be calculated using the rates submitted for all years of the contract, including the option periods.

**Example of Step 1 for Ongoing Services**

**BIDDER A**

Category of Services	Firm hourly rates all inclusive CONTRACT INITIAL 2- YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3	Total Hourly rate
Manager/Maitre D	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00

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Executive Chef;	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00
Chef Cuisinier;	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00
Sous-Chef;	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00
Servers;	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00
Kitchen Helper and related services	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00
Site Manager	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00

#### BIDDER B

Category of Services	Firm hourly rates all inclusive CONTRACT INITIAL 2- YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3	Total Hourly Rate
Manager/Maitre D	\$ 5.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 26.00
Executive Chef;	\$ 5.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 26.00
Chef Cuisinier;	\$ 5.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 26.00
Sous-Chef;	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00
Servers;	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00
Kitchen Helper and related services	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00
Site Manager	\$ 5.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 26.00

#### BIDDER C

Category of Services	Firm hourly rates all inclusive CONTRACT INITIAL 2- YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3	Total Hourly rate
Manager/Maitre D	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00
Executive Chef;	\$ 3.00	\$ 4.00	\$ 5.00	\$ 6.00	\$ 18.00
Chef Cuisinier;	\$ 4.00	\$ 5.00	\$ 6.00	\$ 7.00	\$ 22.00
Sous-Chef;	\$ 5.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 26.00
Servers;	\$ 6.00	\$ 7.00	\$ 9.00	\$ 10.00	\$ 32.00
Kitchen Helper and related services	\$ 7.00	\$ 8.00	\$ 9.00	\$ 10.00	\$ 34.00
Site Manager	\$ 8.00	\$ 9.00	\$ 10.00	\$ 11.00	\$ 38.00

#### BIDDER D

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Category of Services	Firm hourly rates all inclusive CONTRACT INITIAL 2- YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3	Total Hourly rate
Manager/Maitre D	\$ 12.00	\$ 11.00	\$ 10.00	\$ 9.00	\$ 42.00
Executive Chef	\$ 8.00	\$ 7.00	\$ 6.00	\$ 5.00	\$ 26.00
Chef Cuisinier	\$ 4.00	\$ 3.00	\$ 2.00	\$ 2.00	\$ 11.00
Sous-Chef	\$ 12.00	\$ 11.00	\$ 10.00	\$ 9.00	\$ 42.00
Servers	\$ 8.00	\$ 7.00	\$ 6.00	\$ 5.00	\$ 26.00
Kitchen Helper and related services	\$ 4.00	\$ 3.00	\$ 2.00	\$ 6.00	\$ 15.00
Site Manager	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 24.00

**Step 2:** Points to be allotted (of the 22.5 available for 1. Ongoing Services) based on the weighting percentage per category of service.

**Example of Step 2 for Ongoing Services**

Steps of Financial Evaluation	Weighting	Points Allotted (for calculation purpose)
Manager/Maitre D	25.00%	5.625
Executive Chef	25.00%	5.625
Chef Cuisinier	10.00%	2.250
Sous-Chef	10.00%	2.250
Servers	15.00%	3.375
Kitchen Helper and related services	10.00%	2.250
Site Manager	5.00%	1.125
TOTAL	100.00%	22.500

**Step 3:** The weighted Financial Score will be determined per category of service. The multiplier for this calculation is the points allocated per category of services in the table of Step 2 above.

**Example of Step 3 for Ongoing Services**

Lowest Responsive Hourly Rate X 5.625

Bidder's Hourly Rate

Bidder	Manager/Maitre D	Weighted Financial
BIDDER A	\$ 20.00	3.938
BIDDER B	\$ 26.00	3.029
BIDDER C	\$ 14.00	5.625
BIDDER D	\$ 42.00	1.875

Lowest Responsive Hourly Rate X 5.625

Bidder's Hourly Rate

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Bidder	Executive Chef	Weighted Financial
BIDDER A	\$ 20.00	5.063
BIDDER B	\$ 26.00	3.894
BIDDER C	\$ 18.00	5.625
BIDDER D	\$ 26.00	3.894

Lowest Responsive Hourly Rate X 2.250

Bidder's Hourly Rate

Bidder	Chef Cuisinier	Weighted Financial
BIDDER A	\$ 20.00	1.238
BIDDER B	\$ 26.00	0.952
BIDDER C	\$ 22.00	1.125
BIDDER D	\$ 11.00	2.250

Lowest Responsive Hourly Rate X 2.250

Bidder's Hourly Rate

Bidder	Sous-Chef	Weighted Financial
BIDDER A	\$ 20.00	1.575
BIDDER B	\$ 14.00	2.250
BIDDER C	\$ 26.00	1.212
BIDDER D	\$ 42.00	0.750

Lowest Responsive Hourly Rate X 3.375

Bidder's Hourly Rate

Bidder	Servers	Weighted Financial
BIDDER A	\$ 20.00	2.363
BIDDER B	\$ 14.00	3.375
BIDDER C	\$ 32.00	1.477
BIDDER D	\$ 26.00	1.817

Lowest Responsive Hourly Rate X 2.250

Bidder's Hourly Rate

Bidder	Kithen Helper and related services	Weighted Financial
BIDDER A	\$ 20.00	1.575
BIDDER B	\$ 14.00	2.250
BIDDER C	\$ 34.00	0.926
BIDDER D	\$ 15.00	2.100

Lowest Responsive Hourly Rate X 1.125

Bidder's Hourly Rate

Bidder	Site Manager	Weighted Financial
BIDDER A	\$ 20.00	1.125

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<b>BIDDER B</b>	\$	26.00	0.865
<b>BIDDER C</b>	\$	38.00	0.592
<b>BIDDER D</b>	\$	24.00	0.938

**Step 4:** The total Financial Score will be calculated by adding all weighted Financial Scores per category.

**Example of Step 4 for Ongoing Services**

Bidder	Manager/ Maitre D	Executive Chef	Chef Cuisiner	Sous-Chef	Servers	Kitchen Helper and related services	Site Manager	Total
	5.625 pts	5.625 pts	2.25 pts	2.25 pts	3.375 pts	2.25 pts	1.125 pts	22.5 pts
<b>BIDDER A</b>	3.938	5.063	1.238	1.575	2.363	1.575	1.125	16.875
<b>BIDDER B</b>	3.029	3.894	0.952	2.250	3.375	2.250	0.865	16.615
<b>BIDDER C</b>	5.625	5.625	1.125	1.212	1.477	0.926	0.592	16.582
<b>BIDDER D</b>	1.875	3.894	2.250	0.750	1.817	2.100	0.938	13.624

**2. Other Related Services**

**Step 1:** Hourly rate sum per category of service will be calculated using the rates submitted for all years of the contract, including the option periods.

**Example Step 1 of Other Related Services**

**BIDDER A**

Category of Services	Firm hourly rates all inclusive CONTRACT INITIAL 2- YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3	Total Hourly rate
Telephone Operator	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00
Waiter/Waitress during events	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00
Chef de partie	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00
Housekeeping attendant	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 20.00

**BIDDER B**

Category of Services	Hourly rate for initial 2- year period	Hourly rate first option period	Hourly rate second option period	Hourly rate third option period	Total Hourly Rate
Receptionist	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00
Waiter/Waitress	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00

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Chef de partie	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00
Housekeeping attendant	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00

#### BIDDER C

Category of Services	Firm hourly rates all inclusive CONTRACT INITIAL 2-YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3	Total Hourly rate
Receptionist	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 14.00
Waiter/Waitress during events during events	\$ 3.00	\$ 4.00	\$ 5.00	\$ 6.00	\$ 18.00
Chef de partie	\$ 4.00	\$ 5.00	\$ 6.00	\$ 7.00	\$ 22.00
Housekeeping attendant	\$ 5.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 26.00

#### BIDDER D

Category of Services	Firm hourly rates all inclusive CONTRACT INITIAL 2-YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3	Total Hourly rate
Receptionist	\$ 12.00	\$ 11.00	\$ 10.00	\$ 9.00	\$ 42.00
Waiter/Waitress during events	\$ 11.00	\$ 10.00	\$ 9.00	\$ 8.00	\$ 38.00
Chef de partie	\$ 10.00	\$ 9.00	\$ 8.00	\$ 7.00	\$ 34.00
Housekeeping attendant	\$ 9.00	\$ 8.00	\$ 7.00	\$ 6.00	\$ 30.00

**Step 2:** Points to be allotted (of the 7.5 available for 2. Other Related Services) based on the weighting percentage per category of service.

#### Example Step 2 of Other Related Services

Steps of Financial Evaluation	Weighting	Points Allotted (for calculation purpose)
Receptionist	20.00%	1.500
Waiter/Waitress during events	30.00%	2.250
Chef de partie	20.00%	1.500
Housekeeping attendant	30.00%	2.250
TOTAL	100.00%	7.500



**Step 3:** The weighted Financial Score will be determined per category of service for each bidder. The multiplier for this calculation is the points allocated per category of services in the table of Step 2 above.

**Example of Step 3 for Other Related Services**

Lowest Responsive Hourly Rate X

1.50

Bidder's Hourly Rate

Bidder	Receptionist	Weighted Financial
BIDDER A	\$ 20.00	1.050
BIDDER B	\$ 14.00	1.500
BIDDER C	\$ 14.00	1.500
BIDDER D	\$ 42.00	0.500

Lowest Responsive Hourly Rate X

2.250

Bidder's Hourly Rate

Bidder	Waiter/Waitress during events	Weighted Financial
BIDDER A	\$ 14.00	2.250
BIDDER B	\$ 14.00	2.250
BIDDER C	\$ 18.00	1.750
BIDDER D	\$ 38.00	0.829

Lowest Responsive Hourly Rate X

1.500

Bidder's Hourly Rate

Bidder	Chef de partie	Weighted Financial
BIDDER A	\$ 20.00	1.050
BIDDER B	\$ 14.00	1.500
BIDDER C	\$ 22.00	0.955
BIDDER D	\$ 34.00	0.618

Lowest Responsive Hourly Rate X

2.25

Bidder's Hourly Rate

Bidder	Housekeeping attendant	Weighted Financial
BIDDER A	\$ 20.00	1.575
BIDDER B	\$ 14.00	2.250
BIDDER C	\$ 26.00	1.212
BIDDER D	\$ 30.00	1.050

**Step 4:** The total Financial Score will be calculated by adding all weighted Financial Scores per category.

**Example of Step 4 for Other Related Services**

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Bidder	Receptionist <i>1.5 pts</i>	Waiter/Waitress during events <i>2.25 pts</i>	Chef de partie <i>1.5 pts</i>	Housekeeping attendant <i>2.25 pts</i>	Total <i>7.5 pts</i>
<b>BIDDER A</b>	1.050	2.250	1.050	1.575	<b>5.925</b>
<b>BIDDER B</b>	1.500	2.250	1.500	2.250	<b>7.500</b>
<b>BIDDER C</b>	1.500	1.750	0.955	1.212	<b>5.416</b>
<b>BIDDER D</b>	0.500	0.829	0.618	1.050	<b>2.997</b>

#### TOTAL WEIGHTED FINANCIAL SCORE

The total scores calculated under 1, 2 and 3 will be totaled to determine the total weighted financial score of the financial proposal.

Example:

Bidder	1. Ongoing Services <i>22.5 pts</i>	2. Other Related Services <i>7.5 pts</i>	Total weighted Financial Score <i>30 pts</i>
<b>BIDDER A</b>	16.875	5.925	22.800
<b>BIDDER B</b>	16.615	7.500	24.115
<b>BIDDER C</b>	16.582	5.416	21.998
<b>BIDDER D</b>	13.624	2.997	16.621

#### 6) Reference – Annex B – Basis of Payment

**DELETE** in its entirety Annex B – Basis of Payment and replace with:

#### ANNEX “B” - BASIS OF PAYMENT

##### B.1 NOTE TO BIDDER:

Bidders are requested to submit rates and fees, specified below, for all the periods.

- Firm, all inclusive, hourly rates for Ongoing Services
- Firm, all inclusive, hourly rates for Other Related Services;

The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to the resulting Contract.

The names of resources which will be identified in the resulting contract must meet the minimum requirements for the category of service for which they are being proposed, as described in Annex “A” – Statement of Work.

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The Contractor must include all charges in their hourly rates or fees as no services fees will be payable above these rates.

Canada will not accept any travel and living expenses incurred by any contractor as a consequence of any relocation required to satisfy the terms of any resulting contract.

The rates are in Canadian currency, Customs and duties are included, and Applicable Taxes are extra, if applicable.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable. All prices and amounts of money in the Contract are exclusive of Applicable Taxes unless otherwise indicated.

## B.2. Ongoing Services

The firm hourly rates are all inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, except Applicable Taxes. All expenses normally incurred in providing the services (i.e., project office space [including Contractor's hardware and software], word processing, reports, work estimates, photocopying, courier, services fees and cork age and telephone charges, local travel and the like) are included in the firm hourly rate identified hereunder, and will not be permitted as direct charges. **The Contractor is not permitted to charge hourly rates to prepare work estimates.**

Category of resources	Name of resources	Firm hourly rates all inclusive CONTRACT INITIAL 2- YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3
Manager/Maitre D'	To be identified at contract award based on evaluation of resource	\$ _____	\$ _____	\$ _____	\$ _____
Executive Chef	To be identified at contract award based on evaluation of resource	\$ _____	\$ _____	\$ _____	\$ _____
Sous-Chef	To be identified at contract award based on evaluation of resource	\$ _____	\$ _____	\$ _____	\$ _____
Chef Cuisiner	To be identified at contract award based on evaluation of resource	\$ _____	\$ _____	\$ _____	\$ _____
Servers	The 3 resources to be identified at contract award based on evaluation of resource	\$ _____	\$ _____	\$ _____	\$ _____
Kitchen Helper and related support services	The 2 resources to be identified at contract award based on evaluation of resource	\$ _____	\$ _____	\$ _____	\$ _____

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Site Manager	To be identified at contract award based on evaluation of resource	\$ _____	\$ _____	\$ _____	\$ _____

### B.3. Other Related Services

To provide all of the services, as and when requested, as described in the Statement of Work, Annex "A".

The firm hourly rates are all inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, except Applicable Taxes. All expenses normally incurred in providing the services (i.e., project office space [including Contractor's hardware and software], word processing, reports, work estimates, photocopying, courier, services fees and cokerage and telephone charges, local travel and the like) are included in the firm hourly rate identified hereunder, and will not be permitted as direct charges. **The Contractor is not permitted to charge hourly rates to prepare work estimates.**

Category of resources	Firm hourly rates all inclusive CONTRACT INITIAL 2-YEAR PERIOD	Firm hourly rates all inclusive OPTION PERIOD 1	Firm hourly rates all inclusive OPTION PERIOD 2	Firm hourly rates all inclusive OPTION PERIOD 3
Receptionist	\$ _____	\$ _____	\$ _____	\$ _____
Event Server during event	\$ _____	\$ _____	\$ _____	\$ _____
Chef de partie	\$ _____	\$ _____	\$ _____	\$ _____
Housekeeping attendant	\$ _____	\$ _____	\$ _____	\$ _____

### B.4 Direct Expenses

The Contractor will be reimbursed of the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized invoice supported by receipt vouchers

Direct expenses may include, but not limited to:

- All food and supplies used in the performance of the contract;
- All non-food supplies i.e. flowers, rental of table, chair and plates, cleaning supplies and laundering expenses, including resource uniforms and kitchen supplies;
- Delivery charges for food and/or alcoholic beverages.

### B.4 TRAVEL AND LIVING EXPENSES

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B,

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C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Contracting Authority. All payments are subject to government audit.

**Estimated Cost for the CONTRACT INITIAL 2-YEAR PERIOD: \$ TBD**

**Estimated Cost for the OPTION PERIOD 1: \$ TBD**

**Estimated Cost for the OPTION PERIOD 2: \$ TBD**

**Estimated Cost for the OPTION PERIOD 3: \$ TBD**

7) The closing date of Solicitation No. 08025-160140/A is hereby extended from March 28, 2017 at 2:00 PM Eastern Daylight Savings Time to March 30, 2017 at 2:00 PM Eastern Daylight Time EDT.

**ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAINED UNCHANGED**