



**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**

**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 du Portage, Phase III, 7B3  
Portage III 7B3  
11, rue Laurier/11 Laurier St.  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> HOTEL ACCOMMODATIONS FOR SAREX	
<b>Solicitation No. - N° de l'invitation</b> W0117-171000/A	<b>Date</b> 2017-03-31
<b>Client Reference No. - N° de référence du client</b> W0117-171000	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-008-72767	
<b>File No. - N° de dossier</b> lp008.W0117-171000	<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 2017-04-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gravelle, Geneviève	<b>Buyer Id - Id de l'acheteur</b> lp008
<b>Telephone No. - N° de téléphone</b> (819) 420-2988 ( )	<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**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Canadian Armed Forces (CAF), 435 Squadron, will be deploying to Kenora, Ontario, in support of a Squadron Search and Rescue Exercise (SAREX)/CHINTHEX.

It is anticipated that the Ex will take place from 04 – 08 May 2017 (inclusive). There will be an advance party of approximately 10 personnel arriving on 03 May and departing with the main body on 08 May. The dates and number of people for the advance party could vary. The CAF will require contracted support for accommodations and hotel amenities.

Accommodations must be provided within a driving distance of twenty-five (25) kilometers from the Kenora Ontario Airport at Airport Road, Kenora ON, P9N 0B6. Google Maps will be used to calculate distance.

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.

## **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. Faxes are acceptable.

### **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) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 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.

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## **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 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

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

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

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

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**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

### **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 a contract. If there is no bidder able to provide all accommodations at one location, more than one contract may be awarded.

Lowest Evaluated Price = Total estimated value for room nights + Total value for Conference Room



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

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

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 8 May 2017 inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Genevieve Gravelle  
Title: Acting Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Traffic Management Directorate  
Address: 11 Laurier Street, 7B3-12, Gatineau, QC, K1A 0S5

Telephone: 819-420-2988  
Facsimile: 819-956-4944  
E-mail address: [genevieve.gravelle@tpsgc-pwgsc.gc.ca](mailto:genevieve.gravelle@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 a firm unit price, as specified in Annex B – Basis of Payment. Applicable Taxes are extra.

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

### 6.7.2 Method of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

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## 6.8 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.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment.

***To be inserted at contract award***

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

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 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 general conditions 2010C (2016-04-04);
- (b) Annex A - Statement of Work;
- (c) the Contractor's bid dated \_\_\_\_\_

## 6.12 Insurance Requirements

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

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## ANNEX A – STATEMENT OF WORK

### 1. OVERVIEW AND GENERAL REQUIREMENTS

#### 1.1 Background

- 1.1.1. The Canadian Armed Forces (CAF), 435 Squadron, will be deploying to Kenora, Ontario, in support of a Squadron Search and Rescue Exercise (SAREX)/CHINTHEX.
- 1.1.2. It is anticipated that the Ex will take place from 04 – 08 May 2017 (inclusive). There will be an advance party of approximately 10 personnel arriving on 03 May and departing with the main body on 08 May. The dates and number of people for the advance party could vary. The CAF will require contracted support for accommodations and hotel amenities.

#### 1.2. Objective

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

#### 1.3. Scope

- 1.3.1. The Contractor is required to deliver the following services in support of the CAF's Exercise in Kenora, Ontario, as follows;
  - a. Hotel Services for 75 people as indicated in the matrix at sec 2.2.1.
  - b. Conference room / banquet room for a minimum of 120 people
- 1.3.2. 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 redeployment phase, hotel services may be additionally required and requested by the Technical Authority (TA), for 3-5 days.

#### 1.4. CAF Responsibilities

- 1.4.1. The CAF will provide a single Point of Contact (POC) to assist with booking requirements and changes.
- 1.4.2. The CAF TA will be responsible to provide a list of the names of the personnel utilizing the accommodation at least 48 hours prior to the occupancy dates with the exception of unforeseen circumstances incurred at para 1.3.3.

### 2. DETAILED TECHNICAL REQUIREMENTS

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

## 2.1. Technical Requirements

- 2.1.1. All rooms must be non-smoking.
- 2.1.2. All amenities must be segregated from the basic room rate and incur no further cost against the crown than those costs established during contract award.
- 2.1.3. Conference room/banquet hall with minimum capacity of 120 personnel must be available on 04 May 17 and 07 May 17, and upon request and availability for more days, if necessary. Conference room charges will be based on each time it is used. Must have tables and chairs, podium with microphone and speakers. Conference room prices are to be separated from hotel room prices.
- 2.1.4. General room cleaning service, including bed making, must be performed on a daily basis.
- 2.1.5. Hand-towels, bath towels, washcloths and bath mat must be changed daily.
- 2.1.6. Fresh towel service and shampoo and soaps sufficient for the number of personnel in each room must be provided on a daily basis.
- 2.1.7. At least one (1) sanitized (clean or disinfected) glass drinking glass per person in the room must be provided.
- 2.1.8. Rooms must be equipped with single or double beds with clean, comfortable bedding, A sofa bed or cot will not be acceptable.
- 2.1.9. Private full bath with minimum of a toilet, sink, and shower.
- 2.1.10. One key to the room for each person.
- 2.1.11. Serviceable television with remote and cable.
- 2.1.12. Alarm clock or easy access to a reliable wake-up call service.
- 2.1.13. High speed internet must be available on-site. It is preferable that the internet be wireless and accessible throughout the common areas, including guest rooms and conference rooms. If wireless connections are not available, wired connections are acceptable. Internet access is to be included in room price.
- 2.1.14. One mini fridge per room.
- 2.1.15. Hotel facility must have the capability for occupants to do their own laundry on site or that the hotel is capable of providing access to a laundry service as required. A list of laundry prices is required.
- 2.1.16. Parking must be available for a minimum of 20 vehicles within the vicinity of the hotel.
- 2.1.17. It is requested that a hot buffet breakfast to be provided as follows:
  - a. available from 7:00am to 9:00am at a minimum
  - b. hot beverages, including coffee
  - c. assorted juices and milk
  - d. assorted breads
  - e. assorted pastries
  - f. cereal
  - g. condiments, including jams and spreads
  - h. egg dishes or hard boiled eggs
  - i. assorted hot and cold meats such as bacon and sausage.

## 2.2. General Requirements

- 2.2.1. The CAF requires the provision of Hotel Services continuously for the dates indicated in the matrix below;

Date	Total Persons	Single Occupancy Rooms	Number of Nights
03 – 08 May 2017	10	10	5
04 – 08 May 2017	65	65	4

- 2.2.2. The above dates and quantities are provided in good faith. Final requirements will be communicated as soon as possible.
- 2.2.3. The Hotel cannot be farther than twenty-five (25) kilometres radius from the Kenora Ontario Airport at Airport Road, Kenora ON, P9N 0B6.
- 2.2.4. Personnel shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.
- 2.2.5. There is no penalty charge for 10 or less room cancellations if 24 hours' notice is provided with the exception of unforeseen circumstances incurred at para 1.3.3.
- 2.2.6. There is no penalty charge for more than 10 room cancellations if 14 days' notice is provided.
- 2.2.7. For other cancellations, cancellation fees must be provided to the Technical Authority.
- 2.2.8. The hotel that is 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 second luggage storage area must be provided on request.

## 3. Contractors Responsibilities

- 3.3.1. The Contractor must ensure that accommodations are located in a safe and quiet environment to allow rest for shift-workers (higher floors preferred).
- 3.3.2. Contractor must provide access to all hotel amenities for the duration of the personnel's stay included but not limited to parking, restaurant(s), and any fitness facility.
- 3.3.3. The Contractor will ensure that all of the requirements outlined in this Statement of Work are met at all times. Discrepancies in the provision of services to the required standard shall be first dealt with by the liaison staff at the hotel and escalated to the Technical Authority and the DND Procurement Authority if the issue remains unsolved.
- 3.3.4. The Contractor must designate a representative for the duration of the Contract. The on-site representative must have the authority to liaise with authorized CAF personnel and facilitate the coordination and completion of the services.
- 3.3.5. The Contractor must provide a contact number that may be used 24/7 for the on-site representative to respond to any CAF queries. The designated representative must be able to answer the lead times for the duration of the Ex.

## 4. DELIVERABLES

- 4.1. 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 in the Technical Requirements section of Annex A – Statement of Work **must be included in room price**. The conference room cost must be separated.

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

### HOTEL ROOMS, SINGLE OCCUPANCY

Check-in 2017	Check-out 2017	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in CAD) (c)	Sub-total estimated value (in CAD) (a*b*c)
03 May	08 May	10	5		
04 May	08 May	65	4		
TOTAL estimated value for room nights					

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

### CONFERENCE ROOM with minimum capacity of 120 personnel

Required date 2017	Rate in CAD
04 May	
07 May	
Total value for conference room	

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



## ANNEX C – INFORMATION AND CONTACTS

### a) Bidder Information

Name:	
Position / Title:	
Telephone number:	
Cellular number:	
Fax number:	
Email address:	

### b) Property Information

Property name:	
Street address:	
Province / State:	
Postal / Zip or Area code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation email 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 online at: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

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.