



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

Bid Receiving/Réception des soumissions
RCMP - F Division
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - N° de FAX:
(306) 780-3466

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title – Sujet: Commercial Accommodations for the Police Dog Service Training Centre in Innisfail, AB		Date August 28, 2017
Solicitation No. – N° de l'invitation M5000-18-0747/A		
GETS Reference No.-No de Référence du SEAG PW-17-00792711		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	Central Standard Time (CST) Heure normale du centre (HNC)
On / le :	October 10, 2017	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Rachel Sookoo		
Telephone No. – No. de téléphone 639-625-3291	Facsimile No. – No. de télécopieur 306-780-5232	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with the requirement.

1.2 Requirement

The requirement is detailed under Annex A of the resulting contracting clauses.

1.3 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.

1.4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

1.5 Trade Agreements

“The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the Canadian Free Trade Agreement (CFTA).”

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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows: Delete: 60 days, Insert: 90 days



2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bids transmitted by facsimile to the RCMP will be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



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 (one hard copy)
- Section II: Financial Bid (one hard copy)
- Section III: Certifications (one 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.

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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



4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders are required to comply with all the mandatory criteria found in Annex C – Mandatory Technical Criteria. 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.

4.1.1.2 Point Rated Technical Criteria

Bidder meeting the mandatory technical criteria will be evaluated on the point-rated technical criteria found in Annex D - Point Rated Technical Criteria.

4.1.2 Financial Evaluation

Bidder meeting the mandatory technical criteria will be evaluated on the cost points found in Annex E - Evaluation.

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

4.2 Basis of Selection

The bid with the highest combined technical and cost points will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 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 specified will render the bid non-responsive.

5.1.1 Integrity Provisions

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:

- Declaration of Convicted Offences (as applicable)
- Required Documentation



5.1.2 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#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

5.1.3 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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.

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 applicable to this Contract.

6.2 Requirement

The Contractor must perform the Work in accordance with the Requirement 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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.



Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 01 January 2018 to 31 December 2019.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Delivery Points

Delivery of the requirement will be made at the Contractor's facility.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rachel Sookoo, Procurement Officer
Royal Canadian Mounted Police
Procurement & Contracting
Regina, SK S4P 3J7
Telephone: 639-625-3291
Facsimile: 306-780-5232

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 completed at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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 completed 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

Room Rates charged as outlined in Annex B, Basis of Payment.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (to be completed upon contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first



3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion of services 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 services delivered has been accepted by Canada.

Canada will pay the Contractor on a bi-weekly basis for services during the period covered by the invoice in accordance with the payment provisions of the Contract.

The Contractor must accept Visa, Master Card, American Express and BMO Corporate Card as well as other major credit cards as method of payment.

6.7.4 SACC Manual Clauses

T1204 – Direct Request by Customer Department A9117C (2007-11-30)

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.

1. Each invoice must be supported by:
 - a) the folio and charge slip(s)
2. Invoices must be distributed as follows:
 - a) faxed to the Project Authority every two weeks or upon guest check out, whichever comes first

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 Alberta.



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);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (to be completed upon award).

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.13 SACC Manual Clauses

Insurance G1005C (2016-01-28)



ANNEX "A" REQUIREMENT

Accommodation Requirements for Royal Canadian Mounted Police Dog Service Training Centre

This requirement is for commercial accommodation for participants attending training at the RCMP Police Dog Service Training Centre in Innisfail, Alberta. The Project Authority must be allowed to view the property and rooms being offered at any time during the period of the contract, to inspect the facility and ensure it is suitable, and that the requirements continue to be met.

Accommodations must include the following:

Property must:

Essentials (mandatory):

- be located within 40 kms of the Police Dog Service Training Centre in Innisfail, AB
- have a minimum Canada Select Star Rating of three (3) stars or CAA/AAA Diamond Rating of three (3) diamonds or greater
- have a hot tub or whirlpool or sauna
- have a front counter staffed 24 hours per day, 7 days per week
- have maintenance available on request
- have free parking

Amenities (point rated technical criteria):

1. On-site fitness facilities
 2. On-site restaurant, offering breakfast, lunch and dinner
 3. Property located in low traffic area
 4. On-site laundry facilities
 5. Enrolled in the Canada Green Key, Green Leaf Eco-Rating Program or LightStay Program.
- Environmental friendly practices/policies such as guests are given the option to reuse linens and towels instead of having them replaced daily and various recycling.

Requirement #1

The number of rooms required at any given time can vary greatly. There could be the need for up to 40 rooms for various lengths of time during the period of April to October. A minimum of 24 rooms must be available for long term stays, ranging from 98 to 120 calendar days, over this period. Additional rooms may be required during this period and during the remainder of the year, for various lengths of time. Estimated number of daily bookings for one year could be as many as three thousand (3000). Guests must be able to check out of rooms on weekends with no weekend charge, and efforts are to be made that guests receive the same room on their return. Guests to be checked in to rooms in the quietest area of hotel/motel (less disturbance by staff or other guests).

Rooms must have:

- king sized bed, single occupancy
- climate controls for air conditioning and heating
- ensuite bathroom with tub, shower, sink, and toilet
- daily housekeeping
- non-smoking
- living area with television
- microwave and fridge
- color television (minimum 32") with cable or satellite channels
- coffee maker
- iron and ironing board
- free in room High Speed Internet
- free local calls



Requirement #2

Additional rooms (estimated at 15-20) may be required two or three times per year for a week at a time.

Rooms must have:

- two (2) double beds, double occupancy
- climate controls for air conditioning and heating in each guest room
- ensuite bathroom with tub, shower, sink, and toilet
- daily housekeeping
- non smoking
- color television (minimum 32") with cable or satellite channels
- coffee maker
- iron and ironing board
- free in room High Speed Internet
- free local calls

Invoicing Instructions

- 1) At time of room booking the Project Authority will advise whether the room will be paid by the Project Authority or the guest. If the guest, payment must be made on check out. If the guest is responsible for the room charges, a copy of the folio and charge slip do not need to be faxed to the Project Authority.
- 2) Participants are responsible for all additional incidental costs not included in the room rental such as phone charges, movie rentals, room service, etc. and are to be paid upon check out.
- 3) The Contractor must submit the folio and charge slip to the Project Authority, by fax, every two weeks or upon guest check out, whichever comes first.

Renovations

The contractor agrees to give thirty (30) days' notice of any construction or remodeling to be performed to the property, which might interfere with the guest's safety and/or comfort. In such an event, the Contractor will, if requested by the RCMP, use its best efforts to assist in locating a suitable alternate accommodation with comparable price.

Overbooking

In the event the Contractor overbooks, that is, accepts more reservations than there are available suitable rooms, under no circumstances will any RCMP guests be bumped. In the event that a room of the type reserved is not available at time of arrival, the Contractor will provide an upgraded room at no additional cost.



**ANNEX "B"
BASIS OF PAYMENT**

Firm rates, in Canadian dollars excluding all taxes (i.e.: PST, GST, HST, Municipal Room Tax, Destination Marketing Fees), if applicable.

The period of the Contract is from 01 January 2018 to 31 December 2019 plus two (2) additional one (1) year periods under the same terms and conditions.

Year One (01 January 2018 to 31 December 2018)

Requirement #1

Nightly rate being offered \$ _____ per night

Requirement #2 (rate not being evaluated)

Nightly rate being offered \$ _____ per night

Year Two (01 January 2019 to 31 December 2019)

Requirement #1

Nightly rate being offered \$ _____ per night

Requirement #2 (rate not being evaluated)

Nightly rate being offered \$ _____ per night

Option Year One (01 January 2020 to 31 December 2020)

Requirement #1

Nightly rate being offered \$ _____ per night

Requirement #2 (rate not being evaluated)

Nightly rate being offered \$ _____ per night

Option Year Two (01 January 2021 to 31 December 2021)

Requirement #1

Nightly rate being offered \$ _____ per night

Requirement #2 (rate not being evaluated)

Nightly rate being offered \$ _____ per night

Cancellations: the contractor will make no claim for rooms cancelled by 4:00 p.m. on the date of arrival.



**ANNEX "C"
MANDATORY TECHNICAL CRITERIA**

Bidders are required to indicate whether or not they comply with the mandatory criteria.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided.

Upon request of the Project Authority a tour of the property and rooms being offered, may be requested prior to award of contract, to ensure the mandatory technical criteria are met.

Failure to meet any of the following criteria will render your proposal non-complaint and will be given no further consideration:

Response

Property must:

-be located must be within 40 kms of the Police Dog Service Training Centre Yes No

-have a minimum Canada Select Star Rating of three (3) stars or CAA/AAA Diamond Rating of three (3) diamonds or greater (copy of certificate must be provided with bid) Yes No

-have a hot tub/whirlpool or sauna Yes No

-have a front counter staffed 24 hours per day, 7 days per week with maintenance available on request Yes No

-free parking Yes No

Requirement #1:

Rooms must have:

-Climate controls for air conditioning and heating Yes No

-Ensuite bathroom with tub, shower, sink and toilet Yes No

-Daily housekeeping Yes No

-Non-smoking Yes No

-King sized bed Yes No

-Living area with television Yes No

-Microwave and fridge Yes No



-
- Color television (minimum 32") with cable or satellite channels Yes No
 - Coffee maker Yes No
 - Iron and ironing board Yes No
 - Free in room High Speed Internet Yes No
 - Free local calls Yes No

Requirement #2 is not being evaluated but rooms offered must, as a minimum, be as described in Annex A, Requirement.



ANNEX "D"
POINT RATED TECHNICAL CRITERIA

One point will be given for each amenity to a maximum of five points. Upon request of the Project Authority a tour of the property being offered, may be requested prior to award of contract, to ensure the amenities being offered are available. The Offeror should identify which of the following amenities their property offers:

- 1.1. On-site fitness facilities Yes No Points
- 1.2. On-site restaurant, offering breakfast, lunch and dinner Yes No Points
- 1.3. Property located in low traffic area Yes No Points
- 1.4. On-site laundry facilities Yes No Points
- 1.5. Environmental friendly practices, enrolled in the Canada Green Key or Green Leaf Eco-Rating Program or LightStay Program (copy of certificate must be provided with bid) Yes No Points

Total Technical Points _____



**ANNEX “E”
EVALUATION**

Bidders meeting the mandatory technical criteria will be evaluated on both technical and cost points. The lowest priced offer is given all of the cost points and all other Bidders are assigned their cost points in the proportion of their price to the lowest price:

$$\frac{\text{Lowest Proposal Price Requirement \#1}}{\text{Price of Proposal Being Evaluated}} \times \text{Total Cost Points of 30.00} = \text{Cost Points}$$

Offeror:				
	Technical Points	Price	Cost Points	Total Points
a) Year 1				
b) Year 2				
c) Option Year 1				
d) Option Year 2				
			Total Points a + b + c + d =	

Bidder(s) meeting the mandatory technical criteria will be evaluated and the Bidder with the highest combined technical and cost points for the sum of the four (4) years will be recommended for award of contract.

Example to demonstrate evaluation calculations:

Company A is awarded 3 points in Annex D, Point Rated Technical Criteria and is offering for Requirement #1 \$67.00 per night

Company B is awarded 5 points in Annex D, Point Rated Technical Criteria and is offering for Requirement #1 \$70.00 per night

Company C is awarded 4 points in Annex D, Point Rated Technical Criteria and is offering for Requirement #1 \$64.00 per night

Company D is awarded 0 points in Annex D, Point Rated Technical Criteria and is offering for Requirement #1 \$60.00 per night



Offeror	Technical Points	Price	Cost Points	Total Points
A	3	67.00	26.87	29.87
B	5	70.00	25.71	30.71
C	4	64.00	28.13	32.13
D	0	60.00	30.00	30.00

A) $\frac{60.00}{67.00} \times 30 = 26.87$ Cost Points

B) $\frac{60.00}{70.00} \times 30 = 25.71$ Cost Points

C) $\frac{60.00}{64.00} \times 30 = 28.13$ Cost Points

D) $\frac{60.00}{60.00} \times 30 = 30.00$ Cost Points

Company C would be the successful bidder in this scenario.