



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Market Analysis, Gimli Cadet Camp	
Solicitation No. - N° de l'invitation EW038-181261/A	Date 2017-10-17
Client Reference No. - N° de référence du client DND-EW038-181261	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-024-11204	
File No. - N° de dossier EDM-7-40118 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-02	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tiet, Anthony	Buyer Id - Id de l'acheteur edm024
Telephone No. - N° de téléphone (587) 926-1376 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA ATB PLACE NORTH, 5TH FLOOR 10025 JASPER AVENUE EDMONTON Alberta T5J1S6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° 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 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 Canadian Content

The requirement is limited to Canadian goods and/or services.

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

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant

to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

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.

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2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 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.

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 Offer (1 hard copy or 1 facsimile copy)

Section II: Financial Offer (1 hard copy or 1 facsimile copy)

Section III: Certifications (1 hard copy or 1 facsimile 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.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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3.1.2 Exchange Rate Fluctuation

SACC Manual Clause 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

Failure to meet any of the following mandatory requirements at solicitation closing will render your submission non-compliant and given no further consideration. Please provide a resume to demonstrate adherence to the following mandatory requirements at solicitation closing.

- a) Education: Must have an appraisal designation as an Accredited Appraiser of the Canadian Institute (AACI) or equivalent real estate appraisal designation such as; Order of Chartered Appraisers of Quebec (ÉA designation), Royal Institute of Chartered Surveyors (MRICS), or Appraisal Institute (MAI). (Other than members of the AIC or the Order of Chartered Appraisers of Quebec must provide proof of designation.)

4.1.1.2 Point Rated Technical Criteria

Each Technical Bid which meets all the Mandatory Requirements specified above, will be evaluated and scored in accordance with the following evaluation criteria:

(Rating: 4=excellent, 3=very good, 2=average, 1=poor, 0=nothing)			
A. STUDY STRATEGY	WEIGHT	RATING	SCORE
1. Demonstrated understanding of scope and importance of study and the Statement of work as set out in RFP.	2		
2. Breakdown of project into logical tasks; planning and detail of tasks; detailed schedule and timetable; realistic estimation of the time required to complete the work. Details as to the proposed scope of work including proposed sources of information including any other professional consultants that may be engaged in the project.	4		
Maximum points available			24
Minimum points acceptable			14
Points Awarded			
Points			
B. TRAINING & EXPERIENCE	WEIGHT	RATING	SCORE
1. Provide a brief description of the primary appraiser's experience in projects of this nature (a minimum of two (2) projects to a maximum three (3) projects, no more than one page each). - Experience in one (1) project - 0 points - Experience in two (2) project - 2 points - Experience in three (3) project - 3 points	5		

2. Provide a brief description of experience that demonstrates knowledge/experience of valuing airports in real estate markets of this nature. - Experience within the last ten (10.0) years - 1 points - Experience within the last eight (8.0) years - 2 points - Experience within the last five (5.0) years - 3 points - Experience within the last two (2.0) years - 4 points	6		
Maximum points available			39
Minimum points acceptable			23
Points Awarded			
C. PROJECT ORGANIZATION	WEIGHT	RATING	SCORE
1. Timing - schedule and delivery date of draft reports and final reports from date of contract award (Score will be prorated between months): Less than 2 months for delivery of final reports = 4 2 months for delivery of final reports = 3 3 months for delivery of final reports = 2 3 + months for delivery of final report = 1	4		
Maximum points available			16
Minimum points acceptable			8
Points Awarded			
MAXIMUM TOTAL POINTS AVAILABLE			79
MINIMUM TOTAL POINTS ACCEPTABLE			45
TOTAL POINTS AWARDED			

Each evaluation criterion has a number allotment ("weight") that reflects its importance in proposal submissions.

- In Part A, Study Strategy, the degree to that the proposal satisfies the requirement of each criterion will be assessed and a "rating" will be assigned ranging from 0 to 4, with 0 meaning the proposal completely fails to satisfy the requirement, and the total allotment meaning the proposal fully meets the outlined criterion.
- In Part B, Training and Experience and Part C, Project Organization, the degree to that the proposal satisfies the requirement of each criterion will be assessed and "points" will be assigned based on the training and experience.

A score will be assessed by multiplying the weight by the rating or points.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

To be declared responsive, a bid must:

- comply with all the requirements of the bid solicitation;
- meet all mandatory technical evaluation criteria; and
- obtain the required minimum points for each of the technical evaluation criteria which are subject to point rating:
 - Part A, Study Strategy: 14/24
 - Part B, Training and Experience: 23/39
 - Part C, Project Organization: 8/16

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Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

Sample Evaluation:

	Bid #1	Bid #2	Bid #3
Mandatory & Minimum Performance Specification	Fail	Meets All	Meets All
Point Rated Criteria	-	70 / 100	85 / 100
Total Evaluated Bid Price	-	\$30,000	\$35,000
Price per Point	-	\$30,000 / 70 = \$428.57	\$35,000 / 85 = \$411.76
Bid 3 would be considered the recommended bidder for award			

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](#) website (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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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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) (<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 Delivery Date

All the deliverables must be received on or before March 31, 2018.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anthony Tiet
Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue, Edmonton, AB T5J 1S6

Telephone: 587-926-1376
Facsimile: 780-497-3510
E-mail address: anthony.tiet@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.

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6.5.2 Project Authority

The Project Authority for the Contract is:

(will 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 filled out by bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

Procurement Business Number (PBN): _____

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 its obligations under the Contract, the Contractor will be paid a firm price, as specified on Annex "B" for the cost of \$(*TBD*). Customs duties are included and 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 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

6.7.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

6.7.4 SACC Manual Clauses

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

C0705C (2010-01-11), Discretionary Audit

C0710C (2007-11-30), Time and Contract Price Verification

6.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

1. 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.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

6.9.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;

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- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "*, as clarified on _____ *" or "*, as amended on _____ *" and insert date(s) of clarification(s) or amendment(s)*)

6.12 SACC Manual Clauses

A7017C (2008-05-12), Replacement of Specific Individuals

A9068C (2010-01-11), Government Site Regulations

B9028C (2007-05-25), Access to Facilities and Equipment

G1005C (2016-01-28), Insurance - No Specific Requirement

ANNEX "A"

STATEMENT OF WORK

1. Description

Public Services and Procurement Canada (PSPC) requires the completion of a Market Analysis Report (MAR) to estimate the fair market rental value for the Gimli Cadet Camp for lease renewal. The Department of National Defence (DND) currently has three separate lease agreements in place with the Rural Municipality (RM) of Gimli and two with Lake Agassiz Marine Ltd. Four of these lease agreements are currently in overhold and require new leases be negotiated.

The purpose of the MAR is to estimate the current market rental or usage rates for the five listed subject properties. The terms analysed must be for five year terms for all leased properties. If direct comparable are not available then rents based on the alternative uses are applicable.

The intended use of the appraisal is to assist in renegotiation of leases for various properties located at the Gimli airport. The Market Rental Rate analysis will involve estimating land rental rates for pad leases for the negotiation of lease renewals.

2. Subject Property Information

List of Lease Agreements and Properties

Lease	Lessor	Property Description
1	RM of Gimli	Gimli Cadet Summer Training Centre
2	RM of Gimli	Pea Gravel Bowl
3	RM of Gimli	Aerodrome & Runway
4	Lake Agassiz Marine	Officer's Mess
5	Lake Agassiz Marine	Hangar

Tax Roll Number, Legal and Property Address for each Building

Roll	Legal	Civic	Comment
188622.001	2-53687	208 Dunlop Ave	Bldg 4 - Gimli Training Centre
188622.001	2-53687	218A Tudor Lane	Bldgs 7 & 9 - Accommodations
188622.001	2-53687	218B Tudor Lane	Bldg 5 – Rec Centre
188622.001	2-53687	218C Tudor Lane	Bldg 6 – Trailer
188622.001	2-53687	218D Tudor Lane	Bldg 8 – Commander's Cabin
188631.000	9-4-23733	219 Dunlop Ave	Bldg 3 – Dunlop Building

3. Background Information

The Gimli Industrial Park Airport is located two miles west of the Town of Gimli and is part of the Rural Municipality of Gimli. The RM of Gimli is the legal administrator for the town and surrounding area.

The Gimli Airport is now operated as a civilian airport and is used by the Manitoba government water bomber squadron, Gimli Cadet Flying School, two private flying schools, and DND Rescue Squadron based out of No. 17 Wing Winnipeg.

The lands under review are zoned either MP Industrial Park or AD Aviation Development.

3.1 Cadet Summer Training Centre

The camp is active from June to August annually and includes several buildings on site to support the program. The camp will have up to 100 full time adult staff and 150 cadets receiving training each year in the three summer months of June, July and August. The leased site is located in the Gimli Industrial Park Airport and the leased premises for determination of Fair Market Rent includes the lands, runways, aprons, shoulders and miscellaneous facilities. Appendix A is a map of Gimli Industrial Park Airport and the various buildings. Buildings listed include:

Building 3	Dunlop Building	987.72 m2
Building 4	Gimli Training Centre	1,358.85 m2
Building 5	Rec Centre	230.71 m2
Building 6	Trailer	99.15 m2
Building 7	Accommodations	68.02 m2
Building 8	Commander's Cabin	124.87 m2
Building 9	Accommodations	65.87 m2

The lease will specify the above premises are to be occupied for a period of three months per year, commencing on June 1 until August 31 of each year.

3.2 Pea Gravel Bowl

The leased area is land with Airport Control Tower and encompasses approximately 26.0 hectares of land. The lease for this area will be in effect year round and is used for the purpose of conducting parachute training by Search & Rescue Technicians. The Training Centre exclusively mans an airport advisory service housed in the former Airport Control Tower building in the summer months of June, July and August. The remaining nine months of year the Gimli Airport operates as an uncontrolled aerodrome per Transport Canada regulations.

3.3 Aerodrome Runway

The leased area is vacant land only and encompasses approximately 35.5 hectares of land. The lease is specific for non-exclusive use of Runway 15/33 of the Aerodrome for the training of military aircrew for search and rescue operations and would also be in effect year round.

3.4 Officers' Mess Building

This building has a civic address of 261 Anson Street and was originally constructed in 1961. The building is not insulated and was purchased in December 2015 by Lake Agassiz Marine Ltd. and was proposed for demolition. However, the building has met the seasonal occupancy by DND for three months per year similar to the Cadet Camp from June 1 to August 31 annually. A building condition report will be commissioned to determine any required maintenance and any repair costs will be factored into the lease negotiation, on a cost recovery basis.

The total building size is 334 square metres, but the lease will consider only the demised south portion of the building with an area of 209 square metres or 2,250 square feet.

3.5 Hangar Building

This building is a full time year round aircraft maintenance facility manned by full time military personnel maintaining a fleet of 23 aircraft. The Hangar Building is used year round for various training activities and is 3,450 square metres in size.

Contact information for access to the subject properties will be provided at the awarding of the contract as well as copies of the existing agreements.

4. Gimli Area – Agreements and Usage Detail

4.1 Gimli Cadet Flying Training Centre Summer Camp

The Regional Cadet Support Unit is the parent unit. The Regional Gliding School (RGS) was the previous title of the year round operation at Gimli. That was changed in approximately 2014 to "Gimli Cadet Flying Training Centre" (Gimli CFTC). 92 full time adult staff and 140 cadets are at the camp from June to August annually {70+/- cadets in flying program which runs for six weeks, 70+/- cadets in the BATA (ground school, aerodynamics, astrology, aircraft maintenance) program which runs twice – two 3 week programs back to back}.

Landlord: Rural Municipality of Gimli (Manitoba)

Agreement Term: Expired 31 August 2016 – currently in overhold on month to month basis.

4.2 Pea Gravel Bowl

Pea Bowl is used by 435 Squadron, 17 Wing. Used during most of the spring, summer and fall. Pea Gravel Bowl is not used for any cadet activities.

Landlord: Rural Municipality of Gimli (Manitoba)

Agreement Term: 1 August 2015 to 30 June 2016

4.3 Aerodrome & Runway

435 Squadron, 402 Navigation School, and South Port aircraft use Gimli runway and airport facilities year round but are not connected to the gliding school program activities. [The Regional Gliding School (RGS) aircraft do use the runways and grass airfield year round with a majority of activity taking place April to October annually (as part of their Gimli Cadet Flying Training Centre lease)]. Over 8,000 aircraft movements performed annually by cadet flying program at Gimli airport. Gimli Cadet Flying Training Centre exclusively mans an airport advisory service housed in the former airport control tower building from June to August annually. The balance of the year the Gimli airport operates as an uncontrolled aerodrome per Transport Canada regulations.

Landlord: Rural Municipality of Gimli (Manitoba)

Agreement Term: 01 July 2011 to 30 June 2016

4.4 Hangar

The Hangar is a full time year round aircraft maintenance facility manned by 9 full time military personnel maintaining a fleet of 23 aircraft. Year round use of the hangar for various training activities does occur by Northwest RCSU cadet programs and RCSU military staff training courses: during the summer camp period, June to August, 92 adult military members and 140 cadets use the hangar facility for various summer camp training activities. *Military Reserve staff training*, 435 Squadron SAR EX and 38 Brigade training does occur at Gimli on a casual use basis and they pay for that use separately.

Landlord: Lake Agassiz Marine Ltd.

Agreement Term: 01 June 2015 to 31 May 2020

4.5 Officers Mess

Annual seasonal use daily from June to August. Provides for a mess facility for 92 adults plus occasional guests.

Landlord: Lake Agassiz Marine Ltd.

Agreement Term: 01 June 2012 to 31 August 2017

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5. Appraisal Requirements

The deliverable is required to be in conformance with PWGSC's 1B5 Valuation Guidelines, which can be found here <http://www.tpsgc-pwgsc.gc.ca/biens-property/vltn/1b5-eng.html>.

The report must also comply with the Appraisal Institute of Canada's Canadian Uniform Standards of Professional Appraisal Practice.

The effective date is to correspond with the date of inspection for the leases that are in overhold. A current and prospective estimate as of the date of renewal for the existing lease is required.

The appraisal will consider Fair Market Rental valuation for the land and improvements as described in the Terms of Reference. This appraisal will consider the fair market rental value only and may be expressed as a value range in summary format.

The properties listed separately as Pea Gravel Bowl and Aerodrome Runway above may be combined to reflect one rental value for the entire parcel and Airport Control Tower as these properties are adjacent to each other and are not separate land titled parcels.

Submission of a draft report for review of compliance with the 1B5 Guidelines is required prior to delivery of the final report.

One hard copy and one digital copy in PDF format are required.

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APPENDIX A

Map of Gimli Industrial Park Airport



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Gimli Area Agreements



ID Name	Location	Area (M ²)
1	Hangar	3450.25
1H	Hazmat Shed	3.91
2	Dunlop Building - East Half	536.91
3	Gimli Training Centre	1358.85
4	Rec Centre & Mess	453.86
5	Cadet Trailer	98.13
6	Cadet Trailer	98.13
7	Cabin	124.87
8	Mess	334.05

Miscellaneous Plan for Representation purposes ONLY.
Not for distribution.
NOT TO SCALE



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Aerodrome Runway - D / Pea Gravel Bowl - E

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Mess

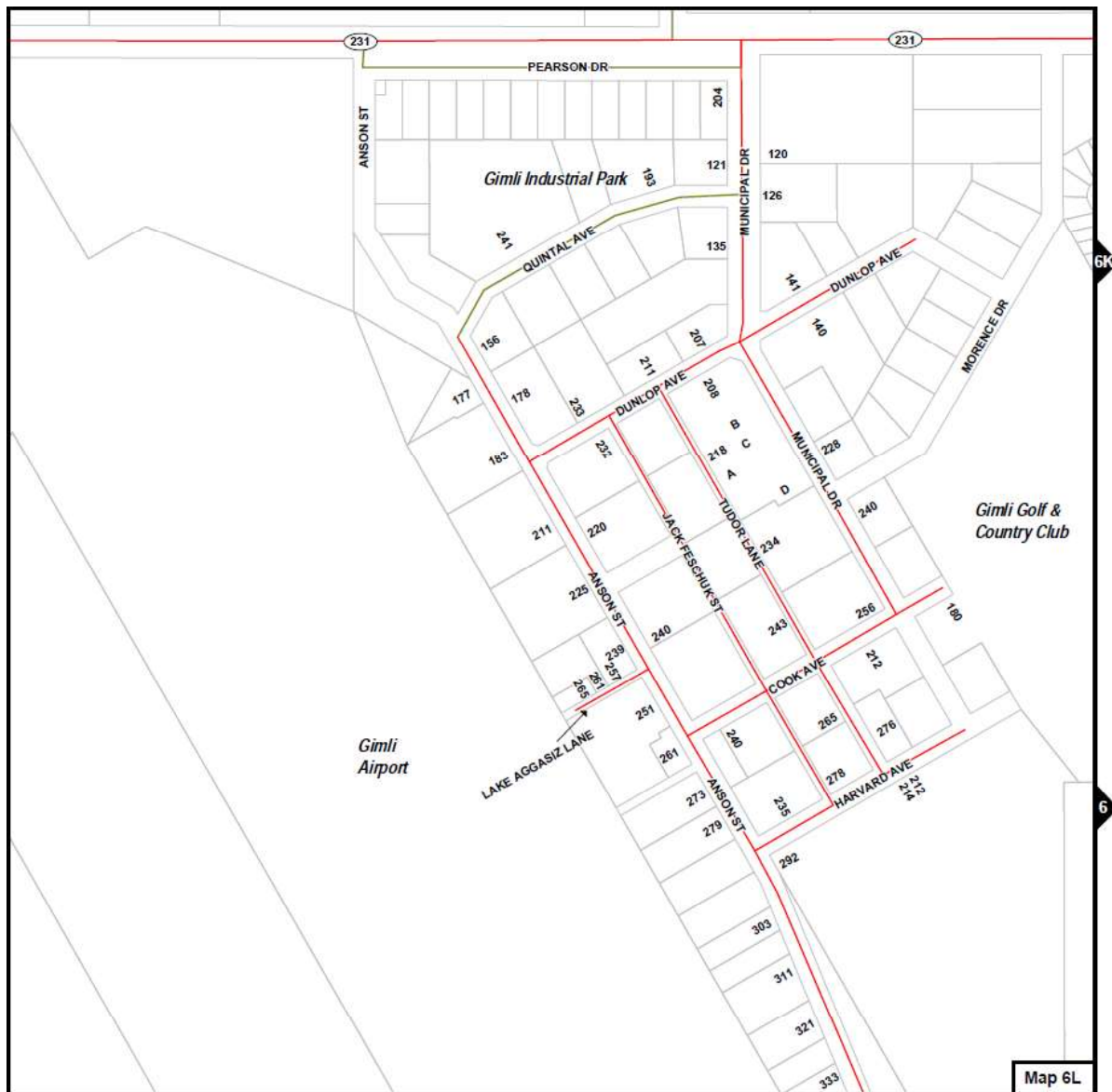


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ANNEX "B"

BASIS OF PAYMENT

- Prices quoted are to remain firm for the duration of the Contract.
- Prices are inclusive of ALL costs required to do the Work (including but not limited to: labour, equipment, fuel, materials, travel, accommodation, etc.) and are firm for the period of the Contract.
- FOB Destination for all deliverables / reports.
- Prices quoted do not include Applicable Taxes. However, Applicable Taxes will be added as a separate item on any invoices issued against this Contract.

Item	Description	Unit	Firm Price (CAD)
1	Firm Lot Price for Appraisal Services as defined in Annex "A", Statement of Work.	1 Lot	\$ _____
Total Firm Price (CAD)			\$ _____

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ANNEX “C”

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)