



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Jason.Amyot@tpsgc-pwgsc.gc.ca

## 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> FLYING TRAINING SCHOOL	
<b>Solicitation No. - N° de l'invitation</b> W0121-17DL46/A	<b>Date</b> 2017-11-17
<b>Client Reference No. - N° de référence du client</b> W0121-17DL46	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-73771	
<b>File No. - N° de dossier</b> lp003.W0121-17DL46	<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 2017-12-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Amyot, Jason J.	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (819) 420-7133 ( )	<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> DEPARTMENT OF NATIONAL DEFENCE 15 WING MOOSEJAW STN FORCES P.O.BOX 5000 MOOSEJAW Saskatchewan S6H7Z8 Canada	

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/</b> <b>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 Forces Training School (2CFTS) has a requirement for accommodation services in Lake Havasu City, in Arizona in order to participate in a training exercise. Accommodations will be required for two periods, from 18 January 2018 to 04 Feb 2018 and 15 February to 04 Mar 2018, for approximately 992 room nights.

More details are provided in the Statement of Work – 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 (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) – Attn: Jason Amyot, [Jason.Amyot@tpsgc-pwgsc.gc.ca](mailto:Jason.Amyot@tpsgc-pwgsc.gc.ca) by the date, time and place indicated on page 1 of the bid solicitation.

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Saskatchewan.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

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

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

In their technical bid, Bidders should explain and demonstrate how they propose to meet the 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 Electronic Payment of Invoices – Bid**

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

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

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

### **Section III: Certifications**

Bidders must submit the certifications 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 [A0222T](#) (2014-06-26), Evaluation of Price – Canadian/Foreign Bidders

### **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 total estimated value (in Annex B- Basis of Payment) will be recommended for award of contract.

Accommodations must be located no further than 10 miles away from the Lake Havasu Air Center.

The proposed accommodations must all be under one establishment, if no bidder is able to provide such, multiple contracts may be awarded.

The amount of guestrooms requested could vary based on the final requirement.

## **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) (<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) (<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.

## 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

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 Period of the Contract

The period of the Contract is from the issuance of the contract until March 17<sup>th</sup> 2018 inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jason Amyot  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Travel Procurement Services Division - LP  
Address: 11 Laurier Street, 7B3 – 12, Gatineau QC, K1A 0S5

Telephone: 819-420-7133  
Facsimile: 819-956-4944  
E-mail address: [jason.amyot@tpsgc-pwgsc.gc.ca](mailto:jason.amyot@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 added 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 added at Contract award

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 6.7 Payment

#### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices 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 Limitation of Price

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.

#### 6.7.3 Method of payment – Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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.

#### 6.7.4 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);

## **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 Saskatchewan.

## **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, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments;
- (f) Annex D, Information and Contact;
- (g) 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

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W0121-17DL46/A  
Client Ref. No. - N° de réf. du client  
W0121-17DL46/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003. W0121-17DL46/A

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

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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**

### **QUARTERS FOR 2CFFTS WINTER DEPLOYMENT 2018**

#### **SECTION 1 - Overview and General Requirements**

##### **1.1 Background**

2 Canadian Forces Training School (2CFFTS) participates in the NATO Flying Training Canada (NFTC) program at 15 Wing Moose Jaw, Saskatchewan. The climate of Saskatchewan is characterized by its extremes. Extremes of temperature and precipitation are to be expected and form an integral component of the climate. Other factors are variable winds throughout the year and possible severe weather in the winter. The climate resources sometimes impose constraints on available in plane training hours for the NFTC Program. The ability to mitigate some of the winter climate constraints can be accomplished by training in Lake Havasu City.

##### **1.2 Objective**

This statement of work (SOW) sets forth the requirements for accommodation in Lake Havasu City, Arizona for the Winter Deployment of 2018 for the period of January 18-February 4, 2018 and February 15 to March 4, 2018. Up to 35 Military Personnel will require accommodation for up to two weeks at a time.

#### **GENERAL**

##### **1.3. SCOPE OF WORK**

The contractor shall furnish lodging accommodations in Lake Havasu City, Arizona for 2 Canadian Forces Flying Training School (2CFFTS) of 15 Wing, Moose Jaw, Saskatchewan, Canada, on a rental basis. The performance standard and requirements for these services include the following responsibilities:

- a. To provide single and double occupancy hotel or motel rooms that includes a hot breakfast in the room cost.
- b. To provide reservations for a specified number of rooms and beds for specific periods of time.

##### **1.4. QUALITY CONTROL**

The contractor shall establish and maintain a complete quality control program for the performance requirements of this contract.

#### **SECTION 2 DEFINITIONS**

**2.1 BILLETING OFFICE.** The office which is responsible for providing off base accommodations to authorized transient government employees and military personnel.

**2.2 LODGING FACILITY.** A hotel, motel, or inn which provides sleeping accommodations to the traveling public.

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## SECTION 3 CONTRACTOR FURNISHED ITEMS

3.1 The contractor shall furnish the following:

### 3.1.1. ROOMS:

3.1.1.1 Living Space: Single and double occupancy room must contain adequate net living and sleeping areas.

- a) Single occupancy rooms should be a minimum of 325 sq ft.
- b) Double occupancy rooms should be a minimum of 650 sq ft.
- c) Double occupancy rooms must have separate sleeping areas and separate washrooms, i.e.:a two bedroom suite.
- d) Double occupancy rooms shall **not** be two beds within one living space.

### 3.1.2. Standards:

3.1.2.1. Rooms shall be constructed and finished to provide good light and sound attenuation. The Lodging Facility location shall not be located close to major highways to reduce the possibility of traffic noise.

3.1.2.2. All windows must be provided with blackout lining, shades, or blinds. If drapes are provided, they must screen out the light.

3.1.2.3. Sufficient electrical outlets shall be available and in good working condition. Sufficient is defined as no less than 3 free outlets after all in room appliances are covered. Outlets must be in an accessible location to allow for work on laptops and the charging of cell phones.

3.1.2.4. All entrance doors to rooms shall have interior security locks, either deadbolt or double locking locks. Each room occupant shall be provided with two room keys.

3.1.2.5. Bathrooms must be constructed to provide convenient sanitary facilities. Bathrooms must contain a shower and/or tub combination with a wash basin, a properly functioning toilet, and a mirror. Additionally, bathrooms shall have adequate lighting and grounded electrical outlets for use of electrical razors, hair dryers etc. The shower or shower/tub combination shall have shower doors or curtains.

3.1.2.6. A working telephone shall be available in the room.

3.1.2.7. A working television shall be available in the room, with applicable remote controls.

3.1.2.8. Rooms shall have adequate heating and cooling (AC) capabilities. Heating and cooling systems shall be in good working order, so as to provide undisturbed sleep. Temperature shall be controllable and the equipment shall not be noisy when operating.

3.1.2.9. The Lodging Facility shall provide gym facilities with free weights and Cardio equipment. At a minimum the gym facilities shall include the following items:

- a) Full set of free weights ranging from 5-50lbs
- b) Treadmill and/or recumbent bike.

3.1.2.10. The Lodging Facility shall have customer self-serve or drop off laundry facilities. Minimum of 2 washers and 2 dryer units.

3.1.2.11. The Lodging facility shall have a restaurant located within the same building.

3.1.2.12. The Lodging Facility shall be located within walking distance from grocery stores; not more than 1.2 miles.

3.1.2.13. Hot Breakfast shall be included in the room daily rate and breakfast times shall be flexible to suit changing daily schedules. Breakfast to begin serving by 630am.

3.1.3. Furnishing and Equipment:

3.1.3.1 Must be clean and in good repair. The following minimum furnishings are required:

- a) Double or single bed, as required
- b) Lamp on each desk/side table
- c) Closet
- d) Desk/writing table and chair
- e) Trash container
- f) Coffee maker
- g) Television
- h) Couch
- i) Coffee table
- j) Mini Refrigerator and/or ice machines
- h) Alarm clock/radio

3.1.3.2 The lodging must have a minimum 2 star rating.

3.1.4 The contractor shall provide rooms for the following calendar days:

Date	No. of Personnel	Occupancy
18 Jan 2018 to 3 Feb 2018	4	Single
20 Jan 2018 to 3 Feb 2018	8	Single
20 Jan 2018 to 28 Jan 2018	20	Single, may be amended to a double.
27 Jan 2018 to 4 Feb 2018	20	Single, may be amended to a double.
15 Feb 2018 to 3 Mar 2018	4	Single
17 Feb 2018 to 3 Mar 2018	8	Single
17 Feb 2018 to 25 Feb 2018	20	Single, may be amended to a double.
24 Feb 2018 to 4 Mar 2018	20	Single, may be amended to a double.

## SECTION 4 CONTRACTOR FURNISHED SERVICES

4.1 SERVICES. The contractor shall provide the following services:

4.2. ASSIGNMENT OF QUARTERS/ROOMS:

- a) Government personnel should not be billeted under this contract arrangement without presenting proper authorization in the form of photo ID to the Contractor.
- b) The Contractor's front desk must be adequately manned to provide a 24 hour check in and check out service, 7 days a week.
- c) Individuals of the same sex, designated for double room occupancy, shall be billeted in rooms with two beds in separate bedrooms. If these rooms are not available, single rooms shall be used.

4.3. CUSTODIAL/SANITATION SERVICES: Daily custodial services shall include, but is not limited to, room cleaning, bed making, linen change (as required), adequate quantities of soap, bath towels, hand towels, sanitized drinking glasses, facial tissues, and a cloth bath mat.

4.4. LINEN SERVICE: Linen service shall be provided once a week at a minimum. Additional blankets shall be made available if requested by occupant. All linen and blankets shall be clean, freshly laundered, without any objectionable odors, and in good repair, free from tears, rips, holes, stains, and extensive wear. Pillows shall be at least six inches thick to provide proper support.

4.5. ADDITIONAL AMENITIES:

The Contractor shall provide the following amenities:

- a) 24 hour wake up service
- b) message service

4.6. COMMON USE AREAS: The contractor shall keep all hallways, corridors, grounds, and other adjacent areas under the contractor's control in a clean, neat, and safe condition.

4.7. "DO NOT DISTURB" SIGNS: All rooms shall have such signs available. Contractor's employees shall respect them when displayed.

4.8. INFORMATION SERVICES: Customer service representatives shall be able to explain to occupants, miscellaneous charges not covered by this statement of work, i.e., telephone charges, room service. The contractor shall provide information on bus schedules, taxis and other local transportation, dining facilities and locations, and commercial telephone directory service.

4.9. POOL. The contractor shall provide a functioning pool, which is properly maintained and hygienic.

4.10. BILLING. The contractor shall allow for billing for payment, after services received, through a Master billing net/30 account. Invoice shall be submitted by the contractor for room costs only to 2CFFTS. Any and all of the incidental room charges are to be paid by the occupants of the rooms at time of check out.

4.11. CANCELLATION POLICY. The contractor shall allow for cancellation of bookings up to and including 1600hrs/4:00 pm on the day of arrival, without incurring any costs or penalties to DND.

## 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 Annex A – Statement of Work **must be included in room price.**

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

### OCCUPANCY & PARKING

Check-in 2018	Check-out 2018	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in \$) (c)	Total estimated value (in \$) (a*b*c)
Single Occupancy					
18 January	03 February	4	16		
20 January	03 February	8	14		
20 January	28 January	20	8		
27 January	04 February	20	8		
15 February	03 March	4	16		
17 February	03 March	8	14		
17 February	25 February	20	8		
24 February	04 March	20	8		
Should parking not be included in the room price, please indicate parking rates below.					
Arrival	Departure	Estimated number of vehicles (a)	Estimated number of days (b)	Daily rate (in \$) (c)	Total estimated value (in \$) (a*b*c)
18 January	04 February	7	18		
15 February	04 March	7	18		

Accommodations total, without taxes & fees (in USD \$):	
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Indicate % of applicable Federal Tax: \_\_\_\_\_

Indicate % of applicable State/Local Tax: \_\_\_\_\_

Indicate other applicable fees: \_\_\_\_\_

Indicate rate of double occupancy: \_\_\_\_\_



Solicitation No. - N° de l'invitation  
W0121-17DL46/A  
Client Ref. No. - N° de réf. du client  
W0121-17DL46/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003. W0121-17DL46/A

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

## ANNEX D

### INFORMATION AND CONTACTS

#### 1. Bidder Information

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

#### 2. Property Information

Property name:	
Street address:	
City:	
Province/ State:	
Postal /Zip or Area Code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	

#### **Note: Procurement Business Number (PBN) for Canadians Bidders only**

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJdGlVbj1yZWdpc3Rlci5pbmRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.