



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**The Cambridge Building**  
**3 Queen Street/ 3, rue Queen**  
**Charlottetown, PEI C1A 4A2**  
**Bid Fax: (902) 566-7514**

**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**

All enquiries are to be submitted in writing to the Contracting Authority, Crystal Bysterveldt, either by facsimile or by e-mail at:  
crystal.bysterveldt@pwgsc.gc.ca.

<b>Title - Sujet</b> Meals and Accommodations	
<b>Solicitation No. - N° de l'invitation</b> W010X-18J031/A	<b>Date</b> 2017-12-06
<b>Client Reference No. - N° de référence du client</b> W010X-18J031	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PEI-001-4242	
<b>File No. - N° de dossier</b> PEI-7-40146 (001)	<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 2018-01-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bysterveldt (PEI), Crystal	<b>Buyer Id - Id de l'acheteur</b> pei001
<b>Telephone No. - N° de téléphone</b> (902) 940-7122 ( )	<b>FAX No. - N° de FAX</b> (902) 566-7514
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CFB HALIFAX MAIN Warehouse Bldg. D-206 Door 1-13, HMC Dockyard HALIFAX Nova Scotia B3K5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Commercial Acquisitions (PEI)  
The Cambridge Building  
3 Queen Street/3 rue, Queen  
Charlottetown, PEI C1A 4A2

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Requirement**

#### **1.1 Requirement - Bid**

The requirement is detailed under Article 6.2 of the resulting contract clauses.

*(Derived from - Provenant de: B4008T, 2014/06/26 )*

### **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 Trade Agreements**

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA)."

## **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.

#### **2.1.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
C9000T	Pricing	2010/08/16

### **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.

**PLEASE NOTE: THIS IS NOT A PUBLIC OPENING. TENDER RESULTS WILL NOT BE RELEASED PRIOR TO AWARD.**

Offers by facsimile will be accepted. Facsimile Number is (902) 566-7514.

## 2.3 Former Public Servant

### Former Public Servant - Competitive Bid

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, 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 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 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.

*(Derived from - Provenant de: A3025T, 2014/06/26 )*

### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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 **Prince Edward Island**.

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 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" 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.

### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

### **3.1.3 SACC Manual Clauses**

#### **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**

Mandatory Technical Criteria as specified in Annex "C"

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection - Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#) (2010/08/16), Basis of Selection - Mandatory Technical Criteria

## **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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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](https://www.canada.ca/en/employment-social-development/canada/esdc-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Requirement

#### Requirement - Contract

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

*(Derived from - Provenant de: B4008C, 2014/06/26 )*

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

See Annex A for details.

#### 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: Crystal Bysterveldt  
Title: A/ Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 3 Queen Street  
Charlottetown, PE  
C1A 4A2  
  
Telephone: (902) 940-7122  
Facsimile: (902) 566-7514  
E-mail address: [crystal.bysterveldt@pwgsc-tpsgc.gc.ca](mailto:crystal.bysterveldt@pwgsc-tpsgc.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 Technical Authority

The Technical Authority for the Contract is:

#### Details will be provided in any resulting contract

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

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

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

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

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

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

E-mail: \_\_\_\_\_.

The Technical Authority named above 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 Technical Authority, however the Technical 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.

*(Derived from - Provenant de: A1030C, 2007/05/25)*

### 6.5.3 Contractor's Representative (Offeror please complete)

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

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

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

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

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

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

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

### 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.

*(Derived from - Provenant de: A3025C, 2013/03/21)*

## **6.7 Payment**

### **6.7.1 Basis of Payment**

#### **Basis of Payment - Firm Unit Prices**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B "for a cost of \$ \_\_\_\_\_ insert the amount at contract award. 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.

*(Derived from - Provenant de: C0207C, 2013/04/25 )*

### **6.7.2 Single Payment**

SACC Manual clause **H1000C** (2008/05/12), Single Payment

### **6.7.3 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);

*(Derived from - Provenant de: H3027C, 2016/01/28 )*

## **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.

*(Derived from - Provenant de: H5001C, 2008/12/12 )*

## 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 **Prince Edward Island**.

### 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) 2010C (2016/04/04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

### 6.12 SACC Manual Clauses

SACC Reference	Section	Date
B7500C	Excess Goods	2006/06/16

### 6.13 Insurance Requirements

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

## **ANNEX "A"**

### **STATEMENT OF REQUIREMENT**

#### **1.0. Scope**

##### **1.1. Objective**

To obtain commercial Meals and accommodations for personnel in Prince Edward Island in support of 2018 Canadian Cadet Organizations Biathlon Championship Series (CCOBCS) Stage IV – National Cadet Biathlon Championship.

##### **1.2. Background**

1.2.1 The aim of the Cadet Marksmanship and Biathlon programmes is to develop cadets' interest in competitive sport while promoting the safe and proficient use of firearms. These activities are valuable in helping cadet corps/squadrons achieve other aspects of the cadet programme related to leadership, citizenship and sensible living. By helping to achieve these outcomes through offering a challenge and fun, these programmes go a long way to enhancing the attractiveness of the Cadet programme as a whole to today's youth.

1.2.2 The CCOBCS culminates with a National Championship to take place in early March each year and RCSU(A) has been tasked by the National Cadet and Junior Canadian Ranger Support Group to host this championship in 2018 and 2019. The Nordic ski facility in Brookvale Provincial Park in Brookvale, PE has been identified as the competition venue and commercial accommodations and Meals will be required for the personnel involved proximate to this facility.

1.2.3 A contract is required to use a non-Department of National Defence (DND) facility because this championship will take place in PE where no suitable DND facility exists to feed or accommodate the number of personnel involved.

##### **1.3. Terminology**

###### **1.3.1. Accommodations**

1.3.1.1. "Single Rooms" must consist of a room with a double or queen size bed, private bathroom and a sitting room suitable as a work / meeting space;

1.3.1.2. "Double Rooms" must consist of a room with two double or queen size beds and a private bathroom intended for double occupancy;

1.3.1.3. "Cadet Rooms" must consist of a room with all beds removed with space for four (4) folding cots and a private bathroom with towels and amenities for four (4) people. DND will provide a work party and vehicles to remove and replace the beds and frames the days before and after the rooms are required and will provide the necessary cots, sleeping bags and blankets. Supplier must provide pillows and pillow cases, remove the bedding and provide storage space for the removed beds, frames and bedding.

### 1.3.2. Meals

- 1.3.2.1. For the supper on the 28 Feb. to supper on the 4 March inclusive and Lunch on 11 March to breakfast 13 March, the meals may be offered a la carte (for example two or three options from the standard menu).
- 1.3.2.2. "Cafeteria Breakfast" refers to the meal described in the Breakfast Section of the enclosed "2018 Meal Guidelines" served in a buffet or steam line format between 0630 and 0800h daily;
- 1.3.2.3. "Cafeteria Lunch" refers to the meal described in the Lunch Section of the enclosed "2018 Meal Guidelines" served in a buffet or steam line format between 1200 and 1300 hrs daily;
- 1.3.2.4. "Deployed Lunch" refers to the meal described in the Deployed Lunch Section of the enclosed "2018 Meal Guidelines". These meals are to be provided in bulk (NOT individually boxed or bagged) and are to be picked up at the contractor's kitchen up no later than 1030 hrs daily;
- 1.3.2.5. "Cafeteria Supper" refers to the meal described in the Supper Section of the enclosed "2018 Meal Guidelines" served in a buffet or steam line format between 1700 and 1830 hrs daily

## 2.0. Reference Documents

N/A

## 3.0. Requirements

### 3.1. Accommodations

The contractor must provide the following numbers and types of room by night:

Item	Date	Total Requirement
a.	28 Feb 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms (refer 5.1.2); and</li><li>• 3 X Double Rooms (refer 5.1.3)</li></ul>
b.	1 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms; and</li><li>• 4 X Double Rooms</li></ul>
c.	2 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms; and</li><li>• 8 X Double Rooms</li></ul>
d.	3 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms; and</li><li>• 8 X Double Rooms</li></ul>
e.	4 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms; and</li><li>• 18 X Double Rooms</li></ul>
f.	5 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms; and</li><li>• 26 X Double Rooms</li></ul>

Item	Date	Total Requirement
g.	6 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms;</li><li>• 36 X Double Rooms; and</li><li>• 52 X Cadet Rooms (refer 5.1.4)</li></ul>
h.	7 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms;</li><li>• 36 X Double Rooms; and</li><li>• 52 X Cadet Rooms</li></ul>
i.	8 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms;</li><li>• 36 X Double Rooms; and</li><li>• 52 X Cadet Rooms</li></ul>
j.	9 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms;</li><li>• 36 X Double Rooms; and</li><li>• 52 X Cadet Rooms</li></ul>
k.	10 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms;</li><li>• 36 X Double Rooms; and</li><li>• 52 X Cadet Rooms</li></ul>
l.	11 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms; and</li><li>• 7 X Double Rooms</li></ul>
m.	12 Mar 18	<ul style="list-style-type: none"><li>• 3 X Single Rooms; and</li><li>• 7 X Double Rooms</li></ul>

### 3.2. Office, Meeting and Storage Space Requirements:

- 3.2.1 The contractor must provide one (1) ground floor room preferably with walk out access for storage of equipment 28 Feb - 12 Mar 18;
- 3.2.2 The contractor must provide one (1) room suitable for use as an office by 6-8 people preferably in or as close as possible to the accommodations area as possible (Duty Room, Administration and Logistics) 28 Feb -12 Mar 18;
- 3.2.3 The contractor must provide one (1) room suitable for use as an office by 8-10 people (Public Affairs) 2-11 Mar 18;
- 3.2.4 The contractor must provide one (1) room suitable for use as an office by 8-10 people (Competition Staff) 2-11 Mar 18;
- 3.2.5 The contractor must provide one (1) room suitable for 30 persons to meet from 1900 - 2200 hrs 6-9 Mar 18 each day (coach's meetings, could be a dining area).

### 3.3. Meals Requirements

The contractor must provide the following meals by day:

Item	Date	Cafeteria Breakfast	Cafeteria Lunch	Deployed Lunch	Cafeteria Supper
a.	28 Feb 18	0	0	0	7
b.	1 Mar 18	7	7	0	10
c.	2 Mar 18	10	10	0	11
d.	3 Mar 18	11	11	0	18
e.	4 Mar 18	18	18	9	38
f.	5 Mar 18	38	16	22	54
g.	6 Mar 18	54	22	32	273
h.	7 Mar 18	273	8	265	273
i.	8 Mar 18	273	8	265	273
j.	9 Mar 18	273	8	265	273
k.	10 Mar 18	273	8	265	273
l.	11 Mar 18	273	20	0	16
m.	12 Mar 18	16	15	0	15
n.	13 Mar 18	15	0	0	0

### 3.4. Laundry

- 3.4.1 The contractor must provide access to on-site laundry facilities consisting of no fewer than 4 washing machines and 4 dryers for use by championship staff dates 28 February to 12 March 2018. The machines may be coin operated.
- 3.4.2 A commercial laundromat open until at least 2000h each evening must be located within 5 km of the contractor's facility for use by participants.

### 3.5. Constraints

- 3.5.1 The contractor's facility must be within a 50km drive of Brookvale Ski Park, under normal weather conditions.
- 3.5.2 In the event of inclement weather that prevents the competition from occurring, the Department of National Defence reserves the right to cancel either a portion of the requirement, or its entirety prior to close of business on 29 January 2018. Any such cancellations shall be invoked by the Contracting Authority, and notice shall be provided to the contractor in writing.
- 3.5.3 The Department of National Defence reserves the right to increase or decrease the dates/quantities of the requirement described above prior to close of business on 28 February 2018. Any such changes shall be invoked by the Contracting Authority, and notice shall be provided to the contractor in writing.

- 3.5.4 The personnel involved in this activity are Canadian Forces members and Canadian Cadets and as such are deemed to be government employees on government business and thus entitled to the federal government rate for accommodations, should such a rate exist.
- 3.5.5 Require all mini bar / snack items to be removed from all rooms and room telephones and televisions must have any capabilities disabled that would enable the occupant to charge extra costs to the room. Newspapers and other complimentary items are not required. Any additional room charges incurred will be the responsibility of the occupant(s); and
- 3.5.6 Require daily cleaning of rooms (washrooms, garbage / recycling etc) and replacement of towels and amenities as necessary. Because cots will be used in Cadet Rooms, we will not require those beds to be made up.
- 3.5.7 The contractor must provide use of a dining facility with sufficient tables and chairs for all breakfast, cafeteria-style lunches and supper meals. This dining facility must have the capacity to feed the required number of personnel in 90 minutes;
- 3.5.8 The contractor must provide the Deployed Lunch meals in bulk (NOT individually boxed or bagged) and are to be picked up at the contractor's kitchen up no later than 1030 hrs daily. DND will provide insulated containers for hot drinks and water on for these meals;
- 3.5.9 Lunch and supper meal timings must include the ability to schedule a flex period of one-hour on either side of each hot meal to accommodate unforeseen scheduling changes (weather delays etc.). The Competition Logistics Officer will coordinate this in advance with the contractor as required; and
- 3.5.10 Supper on Wed, 6 Mar 18 must be available until 1900 hrs and a cold meal option must be available after to accommodate late arrivals. The Competition Logistics Officer will coordinate numbers in advance with the contractor.

### 3.6. Client Support

- 3.6.1 The contractor must provide the Deployed Lunch meals in bulk (NOT individually boxed or bagged) and are to be picked up at the contractor's kitchen up by DND member no later than 1030 hrs daily.
- 3.6.2 DND will provide insulated containers for hot drinks and water for these meals.

### 3.7. Timeframe and Delivery Dates

The contractor must provide accommodation and meals, in accordance with the specifications outlined in this Statement of Work, during the period of 28 February 2018 to 13 March 2018.

**ANNEX "B"****BASIS OF PAYMENT****Bidding Instructions:**

Annex "B" must be completed in its entirety or the tender/bid will be considered non-responsive and will not be evaluated.

- Prices are firm.
- Prices are to include the complete cost of performing the work under this contract.
- Firm Prices are in Canadian Dollars.
- Prices do not include taxes, however taxes will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

**Table A, Accommodations:**

Item	Description	Unit of Measure	Quantity (A)	Unite Rate (B)	Extended Price (C = A x B)
1	Single Rooms, in accordance with Annex A	Per Room	39	\$ _____	\$ _____
2	Double Rooms, in accordance with Annex A	Per Room	261	\$ _____	\$ _____
3	Cadet Rooms, in Accordance with Annex A	Per Room	260	\$ _____	\$ _____
4	Storage Room, in Accordance with Annex A	Per Day	13	\$ _____	\$ _____
5	Office Room, to accommodate 6-8 people in Accordance with Annex A	Per Day	13	\$ _____	\$ _____
6	Office Room, to accommodate 8-10 people (Public Affairs) in Accordance with Annex A	Per Day	10	\$ _____	\$ _____

7	Office Room, to accommodate 8-10 people (Competition Staff) in Accordance with Annex A	Per Day	10	\$ _____	\$ _____
8	Office Room, to accommodate 30 people (Coaches) in Accordance with Annex A	Per Day	4	\$ _____	\$ _____
<b>Sub-total</b>					
<b>Total Cost (taxes excluded)</b>					

**Table B, Meals:**

Item	Description	Unit of Measure	Quantity (A)	Unit Rate (B)	Extended Price (C = A x B)
1	Cafeteria Breakfasts, in accordance with Annex A	Per Meal	1,534	\$ _____	\$ _____
2	Cafeteria Lunches, in accordance with Annex A	Per Meal	151	\$ _____	\$ _____
3	Deployed Lunches, in accordance with Annex A	Per Meal	1,123	\$ _____	\$ _____
4	Cafeteria Supper, in accordance with Annex A	Per Meal	1,534	\$ _____	\$ _____
<b>Sub-total</b>					
<b>TOTAL PRICE FOR CATERING SERVICES INCLUDING GRATUITY, BEFORE TAXES</b>					

**For Evaluation Purposes:**

Table A Sub-total: \$ \_\_\_\_\_

Table B Sub-total: \$ \_\_\_\_\_

Total Evaluated Price (Table A + Table B): \$ \_\_\_\_\_

**ANNEX "C"****MANDATORY REQUIREMENTS**

Bids **MUST** meet the mandatory requirements specified below. To demonstrate the requirements of the technical specifications are respected bidders **MUST** respond with complete specification and/or descriptive literature of the equipment being offered.

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive.

Any proposal which fails to meet the mandatory requirements will be deemed non-responsive.

**ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.**

	<b>Mandatory Specification Criteria</b>	Yes/No
3.4.1	The contractor must provide access to on-site laundry facilities consisting of no fewer than 4 washing machines and 4 dryers for use by championship staff dates 28 February to 12 March 2018. The machines may be coin operated.	
3.4.2	A commercial laundromat open until at least 2000h each evening must be located within 5 km of the contractor's facility for use by participants.	
3.5.1	The contractor's facility must be within a 50km drive of Brookvale Ski Park, under normal weather conditions.	
3.5.3	The Department of National Defence reserves the right to increase or decrease the dates/quantities of the requirement described above prior to close of business on 28 February 2018. Any such changes shall be invoked by the Contracting Authority, and notice shall be provided to the contractor in writing.	
3.5.5	Require all mini bar / snack items to be removed from all rooms and room telephones and televisions must have any capabilities disabled that would enable the occupant to charge extra costs to the room. Newspapers and other complimentary items are not required. Any additional room charges incurred will be the responsibility of the occupant(s);	
3.5.6	Require daily cleaning of rooms (washrooms, garbage / recycling etc) and replacement of towels and amenities as necessary. Because cots will be used in Cadet Rooms, we will not require those beds to be made up.	
3.5.7	The contractor must provide use of a dining facility with sufficient tables and chairs for all breakfast, cafeteria-style lunches and supper meals. This dining facility must have the capacity to feed the required number of personnel in 90 minutes;	
3.5.8	The contractor must provide the Deployed Lunch meals in bulk (NOT individually boxed or bagged) and are to be picked up at the contractor's kitchen up no later than 1030 hrs daily. DND will provide insulated containers for hot drinks and water on for these meals;	
3.5.9	Lunch and supper meal timings must include the ability to schedule a flex period of one-hour on either side of each hot meal to accommodate unforeseen scheduling changes (weather delays etc.). The Competition Logistics Officer will coordinate this in advance with the contractor as required; and	
3.5.10	Supper on Wed, 6 Mar 18 must be available until 1900 hrs and a cold meal option must available after to accommodate late arrivals. The Competition Logistics Officer will coordinate numbers in advance with the contractor.	
3.7	The contractor must provide accommodation and meals, in accordance with the specifications outlined in this Statement of Work, during the period of 28 February 2018 to 13 March 2018.	

## **ANNEX “D” 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);

