



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure,  
800 rue de la Gauchetière Ouest,  
Portail Sud-Ouest, 7e étage  
Bureau 7300  
Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

## 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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Site For a Sailing School	
<b>Solicitation No. - N° de l'invitation</b> W3934-18B003/A	<b>Date</b> 2018-03-06
<b>Client Reference No. - N° de référence du client</b> W3934-18-B003	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-060-14792	
<b>File No. - N° de dossier</b> MTA-7-40305 (060)	<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 2018-04-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brunet, Luc	<b>Buyer Id - Id de l'acheteur</b> mta060
<b>Telephone No. - N° de téléphone</b> (514) 602-2408 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE MON-URSC (EST) CP 100 SUCCURSALE BUREAU CHEF GARNISON ST-JEAN RICHELAIN QUÉBEC J0J 1R0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> .	<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>

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 STATEMENT OF WORK.....	2
1.2 DEBRIEFINGS .....	2
1.3 TRADE AGREEMENTS .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	9
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT .....	10
6.5 AUTHORITIES .....	10
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	11
6.7 PAYMENT .....	12
6.8 INVOICING INSTRUCTIONS .....	13
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	13
6.10 APPLICABLE LAWS.....	13
6.11 PRIORITY OF DOCUMENTS .....	13
6.12 SACC <i>MANUAL</i> CLAUSES .....	14
ANNEX A: STATEMENT OF WORK .....	15
APPENDIX A TO ANNEX A: MENU PLAN AND MINIMUM PORTION STANDARDS .....	18
APPENDIX B TO ANNEX A: PROGRAM.....	21
ANNEX B: BASIS OF PAYMENT.....	22
ANNEX C MANDATORY TECHNICAL EVALUATION CRITERIA.....	25
ANNEX D: COMPLETE LIST OF ADMINISTRATION .....	26
ANNEX E: TO PART 3 OF THE BID SOLICITATION.....	27
ELECTRONIC PAYMENT INSTRUMENTS.....	27

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 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 Trade Agreements**

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

---

## 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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 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.

#### 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### 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:

N° de l'invitation - Sollicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

- 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;

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

---

- 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 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

"Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted."

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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 (Refer to Annexes "A" and "C" attached)**

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 (Refer to Annex "B" attached)**

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 (Refer to annex "E" attached)**

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

If Annex "E" 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.

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

---

### **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 (Refer to Annex "C" attached)

***It is mandatory to provide technical documents or other descriptive documents such as a narrative text, in support of the technical proposal to permit the evaluation. Failure to comply will render your proposal non-responsive and subsequently, it will not be considered for the financial evaluation. (Refer to Annex "C" attached)***

***In the documents submitted in support of your technical proposal, you must demonstrate that all your services and products are compliant with every characteristics mentioned at Annex "C".***

***During the evaluation period and prior to contract award, Canada may visit the proposed site and facilities to inspect and validate the conformity of the proposed site and services as per requirements listed in the Annex A: Statement of Work and mandatory evaluation criteria listed in Annex C.***

#### 4.1.2 Financial Evaluation (Refer to Annex "B" attached)

- a) Bidders must provide a financial proposal in compliance with Annex B, Basis of Payment attached;
- b) Bidders must provide firm, all-inclusive prices for all items and services listed at Annex «B» attached (refer to Total Lump Sum and Unit Price). The total amount of applicable taxes must be shown separately. Spaces left blank or completed as "n/a" will be evaluated and considered as items provided for 0\$
- c) The financial evaluation of the most cost-effective proposal will be based on lowest total estimated costs of all items listed in the Basis of Payment at Annex «B». The proposed prices for each item must be multiplied by Canada's estimated commitment in order to obtain an estimated total per item or services, an estimated total per year and then the estimated total for all three years.
- d) The responsive bid with the lowest evaluated price will be determined by the total estimated cost for the period of two years of the agreement and the option year.

#### 4.1.3 SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

**NOTE: The contract will be awarded in Canadian currency**

### 4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

---

## 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 (Refer to Annex “D” attached to complete and submit document)

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/programs/employment-equity/federal-contractor-program.html#) 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.

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

---

## 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

*(To be completed upon award of contract)*

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 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 date of Contract to March 31<sup>st</sup> 2020 inclusive

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional 1 year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 90 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Luc Brunet  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 800 de la Gauchetière Ouest, suite 7300, South-West Portal,

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

Montreal, Quebec H5A 1L6  
Telephone: 514-602-2408  
E-mail address: [Luc.Brunet@tpsgc-pwgsc.gc.ca](mailto:Luc.Brunet@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

*(To be completed upon award of contract)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

*(To be completed upon award of contract)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
PBN: \_\_\_\_\_  
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.

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

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## **6.7 Payment**

*(To be completed upon award of contract)*

### **6.7.1 Basis of Payment**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (*the amount is inserted at contract award*). Customs duties are *included* and Applicable Taxes are extra.

### **6.7.2 Limitation of Expenditure**

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

whichever comes first.

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

### **6.7.3 Multiple Payments**

Canada will pay the Contractor upon completion 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 SACC Manual Clauses [C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor**

### **6.7.5 SACC Manual Clauses [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department**

### **6.7.6 Electronic Payment of Invoices – Contract**

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

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40304

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

## 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 following address for certification and payment after each weekend of activity.

DND / RCSU (E) Contracts  
P.O. Box 100 Station. Bureau-chef  
St-Jean Garrison  
Richelain, QC  
J0J 1R0  
By email: [MDN.CJRURSCEstJ4Contratstpt@forces.gc.ca](mailto:MDN.CJRURSCEstJ4Contratstpt@forces.gc.ca)

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

## 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

*(To be completed upon award of contract)*

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_

### 6.11 Priority of Documents

*(To be completed upon award of contract)*

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) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;

N° de l'invitation - Solicitation No.

W3934-18B003/A

N° de réf. du client - Client Ref. No.

W3934-18-B003

N° de la modif - Amd. No.

File No. - N° du dossier

MTA-7-40304

Id de l'acheteur - Buyer ID

mta060

N° CCC / CCC No./ N° VME - FMS

- 
- (d) Annex B, Basis of Payment;  
(e) the Contractor's bid dated \_\_\_\_\_

#### 6.12 SACC Manual Clauses

<i>Refer to SACC</i>	<i>Section</i>	<i>Date</i>
<u>A1009C</u>	Work Site Access	(2008-05-12)
<u>A2000C</u>	Foreign Nationals (Canadian Contractor)	(2006-06-16)
<u>A2001C</u>	Foreign Nationals (Foreign Contractor)	(2006-06-16)
<u>B6802C</u>	Government Property	(2007-11-30)
<u>B7500C</u>	Excess Goods	(2006-06-16)
<u>D0018C</u>	Delivery and Unloading	(2007-11-30)
<u>G1005C</u>	Insurance - No Specific Requirement	(2016-01-28)

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## **ANNEX A: STATEMENT OF WORK**

### OBJECTIVE

1. Contract for the rental of a site, with accommodation, food service, water surface, quays, classrooms and storage space to provide nautical and sailing training to teenagers from the Royal Canadian Sea Cadets Corps (RCSCC), accompanied by staff from the Regional Cadet Support Unit Eastern Region, Department of National Defence (DND.)

### DESCRIPTION OF REQUIREMENTS

2. The Contractor must provide, as and when required, accommodation, food service, storage space and facilities necessary for the conduct of weekend sailing courses, for a maximum population of 750 Sea Cadets from the Eastern Region. Storage service is also required throughout the year for the duration of the contract. Weekends of activities will take place on the dates set out in Appendix B attached.

3. The more specific requirements are:

- a. The Contractor must provide the necessary facilities for gender-separated accommodation for teenagers, including access to washrooms and showers;
- b. The Contractor must provide the necessary facilities for separate accommodation for staff, including access to washrooms and showers;
- c. The number of trainees and staff members ranges from 50 to 120 each weekend, and they would be on site from 19:30 on Friday evenings to 18:00 on Sundays;
- d. The dates and the number of participants for the following years (2019-2020 and 2020) are estimative and are similar to those for 2018; they will be confirmed on December 1<sup>st</sup> of the previous year;
- e. The Contractor must allow access to an electric washer and dryer;
- f. The Contractor must provide a room during each activity weekend, accessible at all times, which will be used as meeting room or classroom for a group of 50 to 120 people / furnished with tables and chairs;
- g. The Contractor must provide space to store one (1) or two (2) petroleum storage containers of at least 2 feet by 6 feet (0.6 meters by 1.8 meters) and park a 16-foot closed trailer, provided by the DND, for the duration of the contract;
- h. The Contractor must provide a closed room of the following minimum dimensions: 8 feet by 20 feet (2.4 meters by 6 meters) necessary for the storage of nautical material (masts, sails, lifejackets, oars, etc.) and for drying the sails during the courses. This room is required between May 15 to June 15 and from September 1 to October 15 of each year;



- 
- i. The Contractor must provide a place to store 23 16-feet (4.9 meters) sailboats for the night, and the week, which is on the beach or directly accessible from the beach;
  - j. The Contractor must provide / or the provided site must allow the use of a portion of the beach with quick access and close to the water for the 23 sailboats during the day for training (minimum 16 feet by minimum of 140 feet or 4.9 meters by minimum 42.6 meters). A clearance of 26 feet (8 meters) high is required;
  - k. The Contractor must provide the rental of a maximum of 12 canoes per weekend;
  - l. The Contractor must provide the food services, on the dates and times specified in Appendix B, in accordance with the minimum portion standards and the menu plan set out in Appendix A, while taking into account the food safety standards set out in the MAPAQ's Guide to Good Hygiene and Food Safety Practices, to a maximum of 750 participants, for eight (8) weekends, or for 50 to 120 people every weekend;
  - m. The Contractor must provide two (2) 45-feet (14 meters) complete quays with lugs for the mooring of three (3) 27-feet (8.2 meters) whalers and three (3) 16-feet (4.9 meters) barges;
  - n. The Contractor must provide a year-long unhedged outdoor storage space for three (3) 27-feet (8.2 meters) whalers and their trailers, and three (3) 16-feet (4.9 meters) barges for the duration of the contract. The Lessor undertakes to carry out a weekly verification of the Department's equipment, and to notify the latter of theft or vandalism of said equipment;
  - o. The Contractor must provide an Internet connection, preferably wired, for the various administrative tasks of the staff present on site. This connection can have a password to manage Internet access;
  - p. In the event of a requirement to comply with a water surface by-law, the Contractor must provide a wash station near the camp so that the DND can wash all of its boats that will be brought on site;
  - q. The Contractor must provide a water surface of more than 1 km long;
  - r. The Contractor must provide a safe water surface (restricted boat traffic);
  - s. The Contractor must provide a water surface on which the use of a gasoline powered engine boat is allowed;
  - t. The Contractor must provide access to a boat descent which can accommodate boats of over 2,000 lbs;
  - u. The Contractor must provide enough quays to accommodate more than 6 motorboats;

- v. The Contractor must provide a water surface of more than 2 meters deep;
- w. The Contractor must provide a water surface where the wind is steady (for sailboats);
- x. The Contractor must provide facilities to accommodate more than 100 people within 1 km of the water surface;
- y. The Contractor must provide access to a cafeteria that can accommodate and feed more than 100 people within 1 km of the water surface;
- z. The proposed site must be located within a maximum distance of 100 km or at a maximum time of one hour and thirty minutes (1:30) drive from postal code H7B 1B5 (Laval).

#### REQUIREMENTS:

4. The total number of participants, including staff, cannot exceed **750 participants** for the eight (8) weekends of activities listed in the table of Appendix B. A phone confirmation of the expected number of participants will be made no later than each Tuesday noon preceding the planned activity. Even if the bookings are made four days before the activity, the number of participants could however vary for reasons of last minute withdrawals of trainees from participation in weekend activities. Consequently, the Department commits to paying the number of participants indicated during booking. If the number of participants is greater than the booking, the Department commits to paying the highest amount between the booking and the actual number of participants.
5. The Department commits to paying for any damage caused by their personnel to equipment, premises or room provision placed at their disposal; these damages must be verifiable and authenticated by the site's Military Director.

#### BILLING

6. A bill will be sent to the following address after each weekend of activity:  
DNDN / RCSU (E) Contracts  
P.O. Box 100 Station Bureau-chef  
St-Jean Garrison  
Richelain, QC  
J0J 1R0  
By email: [MDN.CJRURSCEstJ4Contratstpt@forces.gc.ca](mailto:MDN.CJRURSCEstJ4Contratstpt@forces.gc.ca)

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## **APPENDIX A to ANNEX A: MENU PLAN**

### **BREAKFAST**

- (1) One citrus, fruit or vegetable juice; and
- (2) cereals; or
- (3) 2 eggs, at the choice of the guest; or
  - a. One breakfast meal (i.e., pancakes, French toast, etc.); and
  - b. A portion of breakfast meat; and
- (4) A legumes or vegetable portion (i.e., beans, hash browns, etc.); and
- (5) Two toasts (2 kinds of bread); and
- (6) Condiments: butter, peanut butter, jam, etc.;
- (7) A choice of 2 drinks: hot drinks (chocolate and tea or coffee) or cold drinks, including milk (1 drink per person.)

### **LUNCH and / or DINNER**

- (1) One soup or the like; and
- (2) A choice of two hot dishes served with the appropriate accompaniments; and
- (3) One potato or the like (i.e., rice, noodles, etc.); and
- (4) One hot vegetable; and
- (5) A choice of salad; and
- (6) Two choices of desserts; and
- (7) Bread, margarine, condiments; and
- (8) One fresh fruit from a choice of two varieties; and
- (9) A choice of 2 drinks: hot drinks (chocolate and tea or coffee) or cold drinks, including milk (1 drink per person.)

### **LUNCH BOXES**

- (1) A sandwich made with sliced meat and a sandwich made with mixed filing, or an English plate with meat, poultry or fish, rolls, etc. (a white bread sandwich and a whole wheat bread sandwich); and
- (2) Salad or vegetable sticks; and
- (3) One individually-wrapped cheese (22g); and
- (4) Appropriate condiments for the sandwiches and salad; and
- (5) One fresh or canned fruit; and
- (6) One pastry; and
- (7) Two drinks, including one milk.

### **ENERGY SUPPLEMENTS**

- (1) An energy supplement consists of a beverage and food (pastry, fruit or individually-wrapped cookies.)

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40305

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

## APPENDIX A to ANNEX A: MINIMUM PORTION STANDARDS

MINIMUM PORTION STANDARDS	
DESCRIPTION	MEASURE UNIT
<b>Breakfast</b>	
Eggs, large	2 each
Ham	45 g (uncooked)
Bacon	3 slices (40 / 48 slices per uncooked kg)
Breakfast sausages	2 each (12/500 g uncooked)
Cretons	28 g
Pancakes	2 x 90 ml pancake mix ladles
French toast	2 slices
Cereals with milk - hot	175 ml (cooked) plus 125 ml of milk
- cold	Individual packages or 250 ml plus 125 ml of milk
Cheese	30 g
Muffins	1 (130 g)
Bagel	1 (110 g)
Croissants	1 (60 g)
Toasts	2 slices (35 g)
<b>Lunch and Dinner</b>	
Soup	250 ml
Steaks and chops (with bone)	300 g (uncooked)
Chicken pieces (with bone)	300 g (uncooked)
Steaks (boneless)	225 g (uncooked)
Boneless meat / poultry	150 g cooked 180 g (uncooked)
Fish (steaks and fillets)	150 g (uncooked)
Fish (in batter)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladles)
Pan dishes	300 g (cooked) (250 ml ladles)
Pasta with sauce (main dish)	150 g pasta, 175 ml sauce
Three-layer sandwich	1 each (90 g of meat-total)
Hamburger	1 each (167 g of uncooked meat)
Hot dog	80g (2 @ 40 g or 1 @ 80 g)
Pizza	1 piece (1/6 of a pizza of 40 cm-diameter) 240g
Tacos	2 each
Burritos	1 each (150 g)
Submarine (15 cm)	1 each (90 g sliced meat or 110 g mixed filing)
Sandwich	1 each
Filing for sandwich – salad	110 g
Filing for sandwich – sliced meat	90 g
Meat – for cold dish	90 g
Starch – potato, rice, pasta	125 g (cooked) (2x 125 ml spoons, 2x #16 spoons)
Vegetable	90 g (125 ml spoon)
Salad ingredients	8" diameter plate or 6" bowl
Canned fruits	175 ml
Fresh fruit	1 each
Grapes / fresh berries / sliced fruits	125 ml or 90 g
Dessert-cream	125 ml

N° de l'invitation - Sollicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40305

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

MINIMUM PORTION STANDARDS	
DESCRIPTION	MEASURE UNIT
Dessert-jelly	125 ml
Ice cream	100 ml
Fruit yogurt	100 ml
Cake	1 piece (5cm x 5 cm x 7 cm)
Pie	1 piece (1/8 of a 22 cm-diameter pie)
Squares	1 piece (5 cm x 5 cm x 2.5cm)
Cookies (7.5 cm-diameter)	2 each
Cookies (12.5 cm-diameter)	1 each
Doughnuts / sweet buns	1 each
Bread	1 slice
Soft rolls	1 each
<b>Drinks</b>	
Fruit or vegetable juice, 100% pure (breakfast only)	1 x 125 ml
Fruit juice	2 x 200 ml
Milk (2 %, 1 %, skim, chocolate, non-dairy)	2 x 200 ml
Fruit beverage	2 x 200 ml
Soft drink	2 x 200 ml
Hot drink	2 x 200 ml

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40305

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

## APPENDIX B to ANNEX A: PROGRAM

DATE	BREAKFAST 07:00 to 08:00	LUNCH 12h00 to 13h00	DINNER 17:00 to 18:00	ENERGY SUPPLEMENTS 20h15 - Saturday	NIGHT
18 May 2018					X
19 May 2018	X	X	X	X	X
20 May 2018	X	X	X		
25 May 2018					X
26 May 2018	X	X	X	X	X
27 May 2018	X	X	X		
1 June 2018					X
2 June 2018	X	X	X	X	X
3 June 2018	X	X	X		
8 June 2018					X
9 June 2018	X	X	X	X	X
10 June 2018	X	X	X		
7 Sept 2018					X
8 Sept 2018	X	X	X	X	X
9 Sept 2018	X	X	X		
14 Sept. 2018					X
15 Sept. 2018	X	X	X	X	X
16 Sept. 2018	X	X	X		
21 Sept. 2018					X
22 Sept. 2018	X	X	X	X	X
23 Sept. 2018	X	X	X		
28 Sept. 2018					X
29 Sept. 2018	X	X	X	X	X
30 Sept. 2018	X	X	X		

Note: Information will be confirmed on December 1<sup>st</sup> of the previous year.

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40305

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

## ANNEX B: BASIS OF PAYMENT

### 1st year of the two-year firm period 2018-2019

#### B.1) Accommodation and Food Service

Service	Estimated Quantity	Unit Price	Estimated Total
Accommodation	1500 beds maximum		
Breakfast	1500 breakfasts maximum		
Lunch	1500 lunches maximum		
Dinner	1500 dinners maximum		
Energy supplement	750 energy supplements		
<b>Total</b>			

#### B.2) Storage Rental

Service	Period / Quantity	Total Lump Sum
Indoor storage	15 May to 15 June and 1 September of 15 October of each year	
Outdoor storage	1 April to 31 Mars of the next year (yearly)	
<b>Total</b>		

#### B.3) Canoe Rental

Service	Estimated Quantity	Estimated Period	Unit Price	Estimated Total
Canoe rental	Maximum 12 canoes	16 days		
<b>Total</b>				

MAXIMUM ESTIMATED TOTAL FOR 2018-2019 (B.1 + B.2 + B.3) : \_\_\_\_\_\$

The Contractor will not be able to claim any additional amount for energy costs, boat washing station, insurance, or any other similar charges. Prices must not include taxes if applicable.

N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40305

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

**2nd year of the two-year firm period 2019-2020**

**B.1) Accommodation and Food Service**

Service	Estimated Quantity	Unit Price	Estimated Total
Accommodation	1500 beds maximum		
Breakfast	1500 breakfasts maximum		
Lunch	1500 lunches maximum		
Dinner	1500 dinners maximum		
Energy supplement	750 energy supplements		
<b>Total</b>			

**B.2) Storage Rental**

Service	Period / Quantity	Total Lump Sum
Indoor storage	15 May to 15 June and 1st September to 15 October of each year	
Outdoor storage	1 April to 31 Mars of the next year (yearly)	
<b>Total</b>		

**B.3) Canoe Rental**

Service	Estimated Quantity	Estimated Period	Unit Price	Estimated Total
Canoe rental	Maximum 12 canoes	16 days		
<b>Total</b>				

MAXIMUM ESTIMATED TOTAL FOR 2019-2020 (B.1 + B.2 + B.3) : \_\_\_\_\_\$

The Contractor will not be able to claim any additional amount for energy costs, boat washing station, insurance, or any other similar charges. Prices must not include taxes if applicable.



N° de l'invitation - Solicitation No.  
W3934-18B003/A  
N° de réf. du client - Client Ref. No.  
W3934-18-B003

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-7-40305

Id de l'acheteur - Buyer ID  
mta060  
N° CCC / CCC No./ N° VME - FMS

**Optional Year 2020-2021**

**B.1) Accommodation and Food Service**

Service	Estimated Quantity	Unit Price	Estimated Total
Accommodation	1500 beds maximum		
Breakfast	1500 breakfasts maximum		
Lunch	1500 lunches maximum		
Dinner	1500 dinners maximum		
Energy supplement	750 energy supplements		
<b>Total</b>			

**B.2) Storage Rental**

Service	Period / Quantity	Total Lump Sum
Indoor storage	15 May to 15 June and 1 <sup>st</sup> September to 15 October of each year	
Outdoor storage	1 April to 31 Mars of the next year (yearly)	
<b>Total</b>		

**B.3) Canoe Rental**

Service	Estimated Quantity	Estimated Period	Unit Price	Estimated Total
Canoe rental	Maximum 12 canoes	16 days		
<b>Total</b>				

MAXIMUM ESTIMATED TOTAL FOR 2020-2021 (B.1 + B.2 + B.3) : \_\_\_\_\_\$

The Contractor will not be able to claim any additional amount for energy costs, boat washing station, insurance, or any other similar charges. Prices must not include taxes if applicable.

ESTIMATED TOTAL RESULTING FROM THE FINANCIAL EVALUATION FOR THREE (3) YEARS – 2018 to 2021: \_\_\_\_\_\$

## **ANNEX C MANDATORY TECHNICAL EVALUATION CRITERIA**

The Bidder must provide documentation, technical data and other documents such as a narrative text to support their technical proposal, to demonstrate that their proposed solution meets or exceeds the following technical evaluation criteria. Failure to provide the information as to how the criteria are met will render the proposal non-responsive and it will not be subject to the financial evaluation.

1. The Bidder must provide a water surface over 1 km long. You must provide a topographic map delineating the proposed water surface and the size scale, or provide the approximate length of the proposed water surface in a narrative text or any other document demonstrating that this criterion is met;
2. The Bidder must provide access to a boat descent capable of receiving boats of over 2,000 lbs. You must provide a descriptive document of the boat descent or a narrative text to demonstrate that this criterion is met;
3. The Bidder must provide enough quays to accommodate more than 6 motorboats. You must provide a descriptive document of the quays or a narrative text to demonstrate that this criterion is met;
4. The Bidder must provide the possibility to accommodate more than 100 people within 1 km of the water surface. You must provide a narrative text or a descriptive document or any other document describing the proposed accommodation facilities for a minimum of 100 people, and specify the maximum distance between these facilities and the suggested water surface;
5. The Bidder must provide a cafeteria that can feed more than 100 people within 1 km of the water surface. You must provide a narrative text or any other document describing the suggested cafeteria, your ability to accommodate up to 100 people and feed them as well as the maximum distance between it and the proposed water surface;
6. The proposed site must be located within a maximum distance of 100 km or a maximum of one hour and thirty minutes (1h30) driving from postal code H7B 1B5 (Laval). You must provide the address of the proposed site and a copy of the best route offered between these two points, using the "Itinerary" tool of the website <https://www.google.fr/maps>.

N° de l'invitation - Solicitation No.

W3934-18B003/A

N° de réf. du client - Client Ref. No.

W3934-18-B003

N° de la modif - Amd. No.

File No. - N° du dossier

MTA-7-40305

Id de l'acheteur - Buyer ID

mta060

N° CCC / CCC No./ N° VME - FMS

---

**ANNEX D: COMPLETE LIST OF ADMINISTRATION**

***NOTICE TO BIDDERS***

***PLEASE ENTER THE NAME, SURNAME OF ADMINISTRATION PERSONNEL***

***PLEASE ENTER IN PRINT***

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***PROCUREMENT - BUSINESS NUMBER (PBN):*** \_\_\_\_\_

N° de l'invitation - Solicitation No.

W3934-18B003/A

N° de réf. du client - Client Ref. No.

W3934-18-B003

N° de la modif - Amd. No.

File No. - N° du dossier

MTA-7-40305

Id de l'acheteur - Buyer ID

mta060

N° CCC / CCC No./ N° VME - FMS

---

## **ANNEX E: 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).