



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

<b>Title - Sujet</b> Hotel Services	
<b>Solicitation No. - N° de l'invitation</b> W0113-18CS04/A	<b>Date</b> 2018-04-20
<b>Client Reference No. - N° de référence du client</b> W0113-18-CS04	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-510-7488	
<b>File No. - N° de dossier</b> KIN-8-50004 (510)	<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 2018-05-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Bartrop, David	<b>Buyer Id - Id de l'acheteur</b> kin510
<b>Telephone No. - N° de téléphone</b> (613) 536-4994 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG O-102 RM 110 BORDEN Ontario L0M1C0 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**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<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 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 Canadian Content**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

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: Financial Bid 1 hard copy

Section II: Certifications 1 hard copy

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: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

##### **3.1.2 Exchange Rate Fluctuation**

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

#### **Section II: 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 Financial Evaluation**

##### **4.1.1.1 Mandatory Financial Criteria**

- a) The Bidder must provide all pricing in accordance with Annex B.
- b) Pricing must be firm in Canadian currency

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

4.1.1.3 The Bidder's unit prices will be multiplied by the quantity to calculate the extended pricing. The sum of the extended pricing will be the Bidder's Evaluated Price.

### **4.2 Basis of Selection**

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

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## **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) 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.

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### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Canadian Content Certification**

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

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

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from May 31, 2018 to June 4, 2018 inclusive.

#### 6.4.2 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before May 31, 2018 by sending a written notice to the Contractor

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: David Barltrop  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St., 2<sup>nd</sup> Floor  
Telephone: 613 536 4994  
Facsimile: 613 545 8067  
E-mail address: [David.Barltrop@tpsgc-pwgsc.gc.ca](mailto:David.Barltrop@tpsgc-pwgsc.gc.ca)

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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 Project Authority for the Contract is: (to be inserted at contract award)

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

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

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.

### 6.5.3 Contractor's Representative (to be inserted at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, 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.

### 6.6.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### 6.6.3 Single Payment

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

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

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

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

#### **6.6.5 Room Cancellations**

For the purpose of this Contract, cancellations must be accepted, at minimum, 24 hours (local time of the accommodation establishment) prior to the time of check-in of the hotel.

#### **6.7 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.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6.8 Certifications and Additional Information**

##### **6.8.1 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.

##### **6.8.2 SACC Manual Clauses**

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

#### **6.9 Applicable Laws**

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

#### **6.10 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.

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- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

#### **6.11 Insurance**

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.

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## ANNEX "A"

### STATEMENT OF WORK

#### 1. BACKGROUND

The Canadian Armed Forces (CAF) requires accommodations and hotel amenities. Canadian Forces Base (CFB) Borden will conduct a Canadian Armed Forces Day (CAFD) on 2-3 June 2018 which will include demonstrations by the Canadian Forces Snowbirds, F-18 and Skyhawks, to name a few.

There are no accommodations or conference facilities available at CFB Borden for the number of performers, officials, and guests expected to attend this event. Therefore, it is necessary to obtain an appropriate facility, from an outside source, which is centrally located in Simcoe County, Ontario. Barrie is named as the central location to house the performers, officials, and guests due to the fact that the CAFD operation utilizes the facilities offered at Lake Simcoe Regional Airport in order to meet runway requirements.

The hotel must be located within 30 kilometers driving distance of both CFB Borden and the Lake Simcoe Regional Airport, Ontario (CYLS), with access to major travel routes (i.e. Highway 400 and County Road 90) to both locations.

#### 2. REQUIREMENTS

##### 2.1. Hotel Accommodations

A detailed breakdown of the required rooms and check-out dates is provided in Annex B.

##### 2.2. Conference Room

- a. The hotel must have a conference room. The room space must be large enough to accommodate a minimum of 60 participants seated and a catering service at a buffet style.
- b. The hotel must have the following facilities in the conference room :
  - Computer with internet access, preferably with Windows software
  - A computer projector with screen, viewable to all 60 seated participants
  - Microphone and speakers
- c. The conference room is required from June 1, 2018 to June 3, 2018 from 7:30 AM to 11:00 AM.
- d. The conference room must be located at the same hotel as the participants.

##### 2.3. Catering

- a. The Contractor must provide a morning refreshment from 8:00 AM to 10:00 AM for each morning session of June 1 to 3, 2018 in the conference room at a buffet style.
- b. The refreshment must be sufficient for 60 participants.
- c. The refreshments must include, but not limited to:
  - A selection of coffee, tea, water, and juice
  - A selection of muffins, fruits, sweets (e.g. Nanaimo bars, carrot cake, squares)

##### 2.4. Amenities

The Contractor must provide access to all hotel amenities for the duration of the stay including but not limited to:

- a. Parking
  - The hotel must have onsite parking available with adequate space to accommodate performers truck/trailer combinations that are up to 35' in length.
  - 70 consecutive parking space are required at peak usage, and 20 of these parking spaces must accommodate the truck/trailer combinations.

- b. Restaurant(s)
- The hotel must have an in-house dining facility or local sit-down dining facilities available within 2 kilometers of the hotel.
  - The dining facility must serve meals between 7:00 AM and 9:00 PM EDT.

- c. Fitness Facilities  
There must be an onsite fitness facilities available.

The fitness facilities must include:

- Cardiovascular machines and weight training equipment
- Accessible drinking water
- Disinfectant cleaner for hygiene purposes

The fitness facilities must be:

- Sufficient for ten people to use simultaneously
- Located in the hotel where the participants are being accommodated
- Accessible from 5:00 AM to 11:00 PM

- d. Laundry Services

The hotel must have laundry facilities for participants to wash, dry and fold their own laundry. Individual participant will be responsible to pay for these services.

- e. Access to Internet

- Complimentary Wifi must be available throughout all common areas, guest rooms, and the conference room.

- f. Housekeeping

- Conference room must be cleaned, swept, with garbage emptied daily and as requested.
- Every day, the accommodations must be:
  - Cleaned; including bathrooms (toilet paper added as required)
  - Beds made
  - Fresh Towels, soap, and shampoo provided
  - At least one sanitized drinking glass made available

2.5. The Contractor must provide a floor plan of the conference room to the Project Authority indicating available electrical outlets, network outlets, power mount, screen locations, row seating plan for 60 participants, and Wi-Fi (for weather), as well as any other facilities available.

#### 2.6. Additional Room Charges

The Government of Canada will not pay for personal phone call charges, room service, or movie rentals/pay-per-view. All fees of those types will be charged to the individual(s) in those rooms and will not form part of the Contract.

#### 2.7. Room Damages

Any damage to rooms will be reported to an identified CAF accommodations officer for investigation. Individuals found responsible for damage caused to hotel property will be responsible to pay the charges. All charges for damages will not form part of the contract, and will be settled outside of the contract.

## 2.8. Room Type

### a. Single Occupancy Rooms:

- Queen or King bed
- Private bathroom with a toilet, sink, shower, and towels
- Television
- Telephone
- Wifi.

### b. Double Occupancy Rooms:

- Two double beds
- Private bathroom with a toilet, sink, shower, and towels
- Television
- Telephone
- Wifi.

## 2.9. Room Allocations and Room Keys

- The Contractor must accommodate all participants in one hotel facility. It is preferable that the rooms are block booked by floor, rather than being spread throughout the hotel.
- The Contractor must provide, when requested by a designated CAF Point of Contacts (POC), access to all rooms occupied by participants throughout the duration. The CAF POC will be identified via a list to be provided to the Hotel Liaison Representative(s).
- The Contractor must provide one room key per person staying in each room. Keys will be picked up and managed by the identified POC of the CAF.
- Rooms allocated as per the Contract must not be changed unless it becomes necessary to do so as a result of maintenance issues or as requested and coordinated by the CAF Technical Authority.
- The Contractor must provide pre-registration and room allocation 7 days before the event. .

## 2.10. Check-in and Check-out

The hotel must have early check-in (i.e. 1:00 PM) and late check-out (i.e. 3:00 PM) to accommodate flight schedules and flight changes.

## 2.11. Kick-off meeting

- Upon contract award, the Contractor must be available to coordinate a kick-off meeting, when requested by the Technical Authority. The purpose of the meeting is to:
  - Review the details of the contract;
  - Review CAF procedure (quality assurance, supply, finance)
  - Clarify areas of confusion
  - Review and clarify scheduled activities
  - Ensure that everyone understands their responsibilities under the contract
- The kick-off meeting must be held at the hotel specified for the contract.

## 2.12 Contractor's Representative

- The Contractor's Representative(s) must be available for all contract-related matters when requested by the Contracting Authority and Technical Authority.
- The Contractor's Representative(s) must be responsible to liaise with the Contractor's personnel and subcontractors, as required.
- The Contractor's Representative(s) must be available from 8:00 AM to 6:00 PM local time daily.
- For matters occurring outside these hours, a contact person and number must be provided if different than the designated Contractor's Representative(s). The individual(s) must be able to communicate effectively in English
- The Contractor must provide the following information to the Technical Authority pertaining to the Contractor's Representative:

Solicitation No. - N° de l'invitation  
W0113-18CS04/A  
Client Ref. No. - N° de réf. du client  
W0113-18-CS04

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50004

Buyer ID - Id de l'acheteur  
kin510  
CCC No./N° CCC - FMS No./N° VME

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- Position Title
- Office Number
- Mobile Number
- Fax Number
- Email Address
- Office Location

### **3. OPTIONAL ROOMS**

Although not anticipated, there may be a requirement for Single occupancy rooms from May 31 – June 4, 2018 of up to an additional 30 rooms per day, over the already identified requirement in paragraph 2.1. The Contractor will be advised no later than 48 hours prior to May 31, 2018, regarding increasing the allocation, subject to availability.

**ANNEX "B"**

**BASIS OF PAYMENT**

*All information in italics will be removed from any resultant contract.*

*The estimated number of rooms are used as a guideline for financial evaluation purposes only and not a guarantee of actual usage.*

Firm all-inclusive unit prices in Canadian funds and Applicable taxes extra.

<b>A. SINGLE OCCUPANCY (in accordance with Annex A – Statement of Work)</b>						
Check-in	Check-out	Duration of stay	Number of rooms	Total number of room nights	Firm All Inclusive Unit Price, per room, per night	Extended Price
31 May 2018	04 Jun 2018	4 nights	59	236		

<b>B. DOUBLE OCCUPANCY (in accordance with Annex A – Statement of Work)</b>						
Check-in	Check-out	Duration of stay	Number of rooms	Total number of room nights	Firm All Inclusive Unit Price, per room, per night	Extended Price
31 May 2018	02 Jun 2018	2 nights	13	26		
31 May 2018	03 Jun 2018	3 nights	4	12		
Total for 38 room nights						

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kin510  
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**C. CONFERENCE ROOM (in accordance with Annex A – Statement of Work)**

From	To	Number of days (7:30 AM to 11:00 AM EDT)	Firm All Inclusive Unit Price, per day	<i>Extended Price</i>
01 Jun 2018	03 Jun 2018	3 days		

**D. REFRESHMENTS (in accordance with Annex A – Statement of Work)**

From	To	Number of days (8:00 AM to 10:00 AM EDT)	Firm All Inclusive Unit Price, per day	<i>Extended Price</i>
01 Jun 2018	03 Jun 2018	3 days		

**E. PARKING (in accordance with Annex A – Statement of Work)**

Check-in	Check-out	Duration of stay	Number of Parking Space	Total number of Parking Spaces	Firm All Inclusive Unit Price, per parking, per night	<i>Extended Price</i>
31 May 2018	02 Jun 2018	3	70	210		
03 Jun 2018	03 Jun 2018	1	50	50		
Total for 260 parking spots						

**F. OPTIONAL SERVICES (in accordance with Annex A – Statement of Work)**

Check-in	Check-out	Estimated Number of rooms	Firm All Inclusive Unit Price, per room, per night	<i>Extended Price</i>
31 May 2018	04 Jun 2018	30		

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**ANNEX "C" to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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