



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

Attention: Cathi Johansson  
[cathi.johansson@rcmp-grc.gc.ca](mailto:cathi.johansson@rcmp-grc.gc.ca)

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT DOES NOT CONTAIN A  
SECURITY REQUIREMENT

<b>Title – Sujet</b> Hotel Services		<b>Date</b> December 18, 2018
<b>Solicitation No. – N° de l’invitation</b> 201902451/A		
<b>Client Reference No. - No. De Référence du Client</b> PW-18-00856325		
<b>Solicitation Closes – L’invitation prend fin</b>		
<b>At / à :</b>	2 :00 PM	CST (Central Standard Time) HNC (heure normale de Centre)
<b>On / le :</b>	January 28, 2019	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Cathi Johansson AND Steve Lafontaine <a href="mailto:cathi.johansson@rcmp-grc.gc.ca">cathi.johansson@rcmp-grc.gc.ca</a> and <a href="mailto:steve.lafontaine@rcmp-grc.gc.ca">steve.lafontaine@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 204-983-1932	<b>Facsimile No. – No. de télécopieur</b>	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

- 1.1 Security Requirement
- 1.2 Statement of Work
- 1.3 Debriefings
- 1.4 Trade Agreements

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws
- 2.5 Promotion of Direct Deposit Initiative

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

- 3.1 Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 – CERTIFICATIONS**

- 5.1 Certifications Required Precedent to Contract Award

### **PART 6 - RESULTING CONTRACT CLAUSES**

- 6.1 Security Requirement
- 6.2 Statement of Work
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Proactive Disclosure of Contracts with Former Public Servants
- 6.7 Payment
- 6.8 Invoicing Instructions
- 6.9 Certifications - Compliance
- 6.10 Applicable Laws
- 6.11 Priority of Documents
- 6.12 Procurement Ombudsman
- 6.13 Insurance Requirements

### **List of Annexes:**

- Annex "A" - Statement of Work
- Annex "B" - Hotel Room Requirements
- Annex "C" - Basis of Payment



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with the requirement.

### 1.2 Statement of Work

The Royal Canadian Mounted Police (RCMP) require the provision of Hotel Services within a 10 mile driving radius of the downtown core of Jacksonville, Florida, USA as detailed in **Annexes "A" – Scope of Work and "B" – Hotel Room Requirements**.

### 1.3 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.

### 1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2018-05-22) 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 the RCMP, Attention: Cathi Johannson, [cathi.johannson@rcmp-grc.gc.ca](mailto:cathi.johannson@rcmp-grc.gc.ca) by the date and time indicated on page 1 of the bid solicitation.



Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. availability or condition of the receiving equipment;
- c. incompatibility between the sending and receiving equipment;
- d. delay in transmission or receipt of the bid;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with section 05 of 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements.

RCMP has restrictions on incoming e-mail messages that will block them from entering the RCMP e-mail system, for example, the maximum e-mail message size including all file attachments must not exceed 5MB and zip files are not accepted. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

Due to the nature of the bid solicitation, bids transmitted by facsimile to RCMP will not be accepted.

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

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** 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, Canada.

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.

### **2.5 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:



An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

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

#### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (1 electronic copy);  
Section II: Financial Bid (1 electronic copy);  
Section III: Certifications (1 electronic copy).

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

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

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.



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## **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 - Mandatory Technical Criteria**

Bidders are required to comply with all mandatory criteria identified within this solicitation to be considered responsive. Failure to comply with mandatory requirements will result in a bid being deemed non-responsive without further consideration.

Accommodations must include all services required within **Annexes "A" – Statement of Work and "B" – Hotel Room Requirements**.

The RCMP reserves the right to perform hotel inspections prior to contract award to ensure compliance with the mandatory specifications identified in **Annex "A" – Statement of Work**. A minimum of 24-hour notice will be provided to Bidder of pending inspection. A representative of the Bidder shall be available to accompany the RCMP representative(s) during the inspection.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause A0222T (2014-06-26) Evaluation of Price – Canadian / Foreign Bidders

### **4.2 Basis of Selection**

A bid must comply with 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.



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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 may render the bid non-responsive or constitute a default under the Contract.

### 5.1 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 specified will render the bid non-responsive.

#### 5.1.1 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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.



### 5.1.3 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 RCMP. A former public servant may be:

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

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

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

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

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

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

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

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





**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

**5.1.4 Contractor's Representative:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_ (if differs from Vendor's)  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**In additional to completion, signing and submission of Pages 1, the Bidder hereby certifies compliance with the appropriate Certifications Precedent to Contract Award, as listed in Part 5 of this Request for Proposal.**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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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 this Contract.

### 6.2 Statement of Work

To provide Hotel Services in accordance with the requirements detailed in **Annexes "A" - Statement of Work and "B" – Hotel Room Requirements**.

### 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 6.3.1 General Conditions

2010C (2018-06-21), 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 April 1, 2019, to March 31, 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 three additional one year period(s) 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 30 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:

Cathi Johannson  
Senior Contracting Officer  
Royal Canadian Mounted Police  
Procurement & Contracting Services  
1091 Portage Avenue, Mailstop #47  
Winnipeg, MB R3C 3K2

Tel: 204-983-1932  
Email: [cathi.johannson@rcmp-grc.gc.ca](mailto:cathi.johannson@rcmp-grc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

*(to be inserted at Contract award)*

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

### 6.5.3 Contractor's Representative

*(to be inserted at Contract award)*

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

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 "C", to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount 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 \$\_\_\_\_\_. The accommodation tax (if applicable) is included. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 percent committed, or
- (b) four (4) 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 Method of Payment - Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

***To be inserted at contract award***

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



## 6.9 Certifications - 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 Ontario, Canada.

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Hotel Room Requirements;
- (d) Annex "C", Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ *to be inserted at contract award*.

## 6.12. Procurement Ombudsman

### 6.12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

### 6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.



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The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

#### **6.12 Insurance requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by 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. REQUIREMENT

The RCMP has a requirement for Hotel Services within a 10 mile driving radius of the downtown core of Jacksonville, Florida, USA. For the purpose of this requirement, downtown Jacksonville is defined as the district known as: the Downtown Core or Northbank.

#### 2. BACKGROUND

The RCMP provides Canadian police officers with certification training sessions in Jacksonville, Florida, and requires Hotel Services during the schedule training sessions as detailed herein.

#### 3. SPECIFICATIONS

To provide Hotel Services including the following:

**Note: All requirements specified in Clause 3 are mandatory:**

##### 3.1 Guestrooms must include:

- Single Occupancy rooms
- Queen or King sized bed
- Daily Housekeeping
- Desk/workspace
- Wireless High Speed Internet
- Daily hot breakfast buffet
- Meet local Hotel Industry standards for hygiene and sanitation

##### a) Reservations:

Rooms will be reserved by RCMP's Project Authority or designated representative for each training session identified in **Annex "B" – Hotel Room Requirements**. The RCMP is responsible for payment of guestrooms for the: Course Administrators, Facilitators, Instructors and Understudies only.

Students (list to be provided by the RCMP) will be responsible for payment of their guestrooms.

**Any additional expenses such as, but not limited to, laundry fees, room service and bar charges, long-distance call fees, etc. will be the responsibility of each guestroom occupant.**

##### b) Room Cancellation Policy:

In the event that travel plans are changed; participants may cancel up to 2 days prior to their arrival date without any cancellation fees. Canada will not be responsible to pay for any cancelled rooms.



**3.2. Primary Meeting Space (ballroom) must:**

- ❖ comfortably accommodate a U-shape configuration for 24 people with the middle of the U being a minimum of 15 ft. across;
- ❖ be a minimum of 1400 sq. ft. of **unobstructed** space;
- ❖ have high speed internet access;
- ❖ accommodate room for a small table for RCMP-supplied computer, projector and speakers for set up in the center. A projection screen (if required) is to be supplied by the Hotel;
- ❖ be located on-site and be available between the hours of 0700 to 2000 hrs on the following dates (all Mondays);
  - April 15, 2019;
  - May 13, 2019;
  - June 10, 2019
  - June 17, 2019;
  - September 9, 2019;
  - September 30, 2019;
  - October 21, 2019;
  - November 18, 2019;
  - November 25, 2019;
  - December 9, 2019;
  - December 16, 2019;
  - February 10, 2020;
  - February 17, 2020;
  - March 2, 2020;
  - March 9, 2020

**c) Secondary Meeting Space must:**

- ❖ comfortably seat 8-12 people.
- ❖ be on-site and within close proximity to the main meeting room.
- ❖ be available for 24 hours during the following periods (Wednesday to Wednesday):
  - April 10 – 17, 2019;
  - May 8 - 15, 2019;
  - June 5 – 19, 2019;
  - September 4 – 11, 2019;
  - September 25 - October 2, 2019;
  - October 16 - 23, 2019;
  - November 13 - 27, 2019;
  - December 4 - 18, 2019;
  - February 5 - 19, 2020;
  - February 26 - March 11, 2020.

**3.3. Hotel property must:**

- ❖ Have an on-site restaurant;
- ❖ Be located within a 10 mile driving radius of the downtown core of Jacksonville, Florida;
- ❖ Have on-site parking for a maximum of 12 passenger vehicles;





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- ❖ Provide on-site fax and copying service. An estimate of 2,500 copies are required during the 15 week-long training sessions.
  - ❖ Provide early check-in and late check-out as required to accommodate flight times and/or changes. If not feasible, a secure luggage storage area must be provided on request. As a minimum, "secure" area or location is defined as being a locked room within the hotel with access limited to authorized hotel personnel.
  - ❖ Be willing to accept boxes/packages from RCMP and store them in a secure location up to 7 days in advance of a session until session completion. It is anticipated that 6 - 8 boxes/packages (equivalent to standard Banker-style boxes) may be stored for each session. In the event there is a limited period of time between sessions, secure storage may be requested during the interim period as well.

#### **4. Constraints**

- 1) It is the Contractor's responsibility to establish a contingency plan for all accommodation bookings at the same terms and conditions and rates, with other local hotels for an unexpected physical loss of occupancy due to unforeseen circumstances such as flood, mechanical failure, etc.
- 2) Rates must not be subject to increase at any time, such as weekends, statutory holidays, and events of a local nature such as area fairs. Blackout periods are not permitted.

#### **5. Contractor's Responsibilities**

- ❖ Provide all services in English.
- ❖ Provide RCMP with the final invoice(s) 14 business days after the last day of each training session.

#### **6. RCMP's Responsibilities**

- ❖ Coordinate the anticipated/estimated room requirements (dates/quantities) with the Contractor prior to exercising option year(s).



**ANNEX “B”**

**HOTEL ROOM REQUIREMENTS**

Guestrooms for the Course Administrators, Facilitators, Instructors and Understudies (estimated at 960) will be paid by the RCMP in accordance with the resulting contract.

Student rooms (estimated at 1,650) will be reserved through the contract; however, payment will be the responsibility of each Student. These rooms are to be reserved until 14 days prior to the start of each session, after which excess rooms can be released.

The room requirements are estimated during the period from April 1, 2019, to March 31, 2020, as follows:

NOTE: The annual Training Session dates and Estimated Room Requirements for Option Years will be provided by the Project Authority as soon as training events are confirmed. Estimated room usage is provided in **Annex “C” – Basis of Payment** solely for evaluation purposes.

<b>Training Sessions</b>	<b>Dates required (Wednesday – Wednesday)</b>	<b>Total Guest Room Nights (Course Administrators, Facilitators, Instructors and Understudies)</b>
1	April 10 - 17, 2019	64
2	May 8 - 15, 2019	64
3	June 5 - 12, 2019	64
4	June 12 - 19, 2019	64
5	September 4 - 11, 2019	64
6	September 25 - October 2, 2019	64
7	October 16 - 23, 2019	64
8	November 13 - 20, 2019	64
9	November 20 - 27, 2019	64
10	December 4 – 11, 2019	64
11	December 11 - 18, 2019	64
12	January 29 - February 5, 2020	64
13	February 12 - 19, 2020	64
14	February 26 - March 4, 2020	64
15	March 4 - March 11, 2020	64
<b>Total guest room nights</b>		<b>960</b>

**Estimated Room Requirements**

<b>Date</b>	<b>Course Administrators, Facilitators and Instructors Guestrooms</b>	<b>Student Guestrooms</b>	<b>Primary Meeting Space</b>	<b>Secondary Meeting Space</b>
<b>April 2019</b>				
10	2			1
11	12	22		1
12	12	22		1
13	12	22		1
14	12	22		1
15	12	22	1	1
16	2			1



17				1
<b>May 2019</b>				
8	2			1
9	12	22		1
10	12	22		1
11	12	22		1
12	12	22		1
13	12	22	1	1
14	2			1
15				1
<b>June 2019</b>				
5	2			1
6	12	22		1
7	12	22		1
8	12	22		1
9	12	22		1
10	12	22	1	1
11	2			1
12	2			1
13	12	22		1
14	12	22		1
15	12	22		1
16	12	22		1
17	12	22	1	1
18	2			1
19				1
<b>September 2019</b>				
4	2			1
5	12	22		1
6	12	22		1
7	12	22		1
8	12	22		1
9	12	22	1	1
10	2			1
11				1
25	2			1
26	12	22		1
27	12	22		1
28	12	22		1
29	12	22		1
30	12	22	1	1
<b>October 2019</b>				
1	2			1
2				1
16	2			1
17	12	22		1
18	12	22		1
19	12	22		1
20	12	22		1
21	12	22	1	1
22	2			1
23				1



<b>November 2019</b>				
13	2			1
14	12	22		1
15	12	22		1
16	12	22		1
17	12	22		1
18	12	22	1	1
19	2			1
20	2			1
21	12	22		1
22	12	22		1
23	12	22		1
24	12	22		1
25	12	22	1	1
26	2			1
27				1
<b>December 2019</b>				
4	2			1
5	12	22		1
6	12	22		1
7	12	22		1
8	12	22		1
9	12	22	1	1
10	2			1
11	2			1
12	12	22		1
13	12	22		1
14	12	22		1
15	12	22		1
16	12	22	1	1
17	2			1
18				1
<b>February 2020</b>				
1	2			1
6	12	22		1
7	12	22		1
8	12	22		1
9	12	22		1
10	12	22	1	1
11	2			1
12	2			1
13	12	22		1
14	12	22		1
15	12	22		1
16	12	22		1
17	12	22	1	1
18	2			1
19				1
26	2			1
27	12	22		1
28	12	22		1
29	12	22		1



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<b>March 2020</b>				
1	12	22		1
2	12	22	1	1
3	2			1
4	2			1
5	12	22		1
6	12	22		1
7	12	22		1
8	12	22		1
9	12	22	1	1
10	2			1
11				1
<b>Total Estimated</b>	<b>960</b>	<b>1650</b>	<b>15</b>	<b>115</b>



**ANNEX “C”**

**BASIS OF PAYMENT**

Hotel Services as detailed within **Annexes “A” – Statement of Work and “B” - Hotel Room Requirements** will be provided in accordance with the rates provided hereunder. All rates are to firm, all-inclusive (all provisions within the SOW, i.e. breakfast, parking, wi-fi, etc), Federal and State/Local taxes extra as applicable.

**The pricing grid must be fully completed. The estimated quantities specified are for evaluation purposes only. The Contractor will be paid for actual guestrooms, meeting spaces and copying services provided and accepted.**

**Blank Prices:** Bidders are requested to insert “\$0.00” for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. Canada will treat all blank prices as “\$0.00” for evaluation purposes and may request that the Bidder confirm that price is \$0.00. The Bidder will not be permitted to add/change price as part of this confirmation.

		Estimated Quantity (A)	Rate USD (B)	Extended Total USD (A x B = C)
<b>Contract Period – April 1, 2019, to March 31, 2020</b>				
1.	<b>Course Administrators, Facilitators &amp; Instructors Guestrooms</b>	960 room nights	\$ _____	\$ _____
2.	<b>Student Guestrooms</b>	1650 room nights	\$ _____	\$ _____
3.	<b>Primary Meeting Room</b>	15 days	\$ _____	\$ _____
4.	<b>Secondary Meeting Room</b>	115 days	\$ _____	\$ _____
5.	<b>Copying Service</b>	2500 copies	\$ _____/100	\$ _____
<b>Other Fees (if applicable)</b>				\$ _____
<b>Sub-Total</b>				\$ _____
<b>Est. Federal Tax @ ____%</b>				\$ _____
<b>State/Local Tax @ ____%</b>				\$ _____
<b>Total Estimated Cost (D)</b>				\$ _____



		Estimated Quantity (A)	Rate USD (B)	Extended Total USD (A x B = C)
<b>Option Year 1 - April 1, 2020, to March 31, 2021</b>				
1.	Course Administrators, Facilitators & Instructors Guestrooms	1152 room nights	\$ _____	\$ _____
2.	Student Guestrooms	1980 room nights	\$ _____	\$ _____
3.	Primary Meeting Room	18 days	\$ _____	\$ _____
4.	Secondary Meeting Room	139 days	\$ _____	\$ _____
5.	Copying Service	3000 copies	\$ _____ /100	\$ _____
Other Fees (if applicable)				\$ _____
Sub-Total				\$ _____
Est. Federal Tax @ ____%				\$ _____
State/Local Tax @ ____%				\$ _____
<b>Total Estimated Cost (E)</b>				\$ _____
<b>Option Year 2 - April 1, 2021, to March 31, 2022</b>				
1.	Course Administrators, Facilitators & Instructors Guestrooms	1152 room nights	\$ _____	\$ _____
2.	Student Guestrooms	1980 room nights	\$ _____	\$ _____
3.	Primary Meeting Room	18 days	\$ _____	\$ _____
4.	Secondary Meeting Room	139 days	\$ _____	\$ _____



5.	Copying Service	3000 copies	\$ _____/100	\$ _____
Other Fees (if applicable)				\$ _____
Sub-Total				\$ _____
Est. Federal Tax @ ____%				\$ _____
State/Local Tax @ ____%				\$ _____
Total Estimated Cost (F)				\$ _____
		Estimated Quantity (A)	Rate USD (B)	Extended Total USD (A x B = C)
Option Year 3 - April 1, 2022, to March 31, 2023				
1.	Course Administrators, Facilitators & Instructors Guestrooms	1152 room nights	\$ _____	\$ _____
2.	Student Guestrooms	1980 room nights	\$ _____	\$ _____
3.	Primary Meeting Room	18 days	\$ _____	\$ _____
4.	Secondary Meeting Room	139 days	\$ _____	\$ _____
5.	Copying Service	3000 copies	\$ _____/100	\$ _____
Other Fees (if applicable)				\$ _____
Sub-Total				\$ _____
Est. Federal Tax @ ____%				\$ _____
State/Local Tax @ ____%				\$ _____
Total Estimated Cost (G)				\$ _____

Total Estimated Cost: D + E + F + G = \$ \_\_\_\_\_