



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

**Contracting Authority: Jason Amyot**  
**Jason.Amyot@tpsgc-pwgsc.gc.ca**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travel Procurement Services Division/Division des services  
d'approvisionnement en voyage  
L'Esplanade Laurier, East Tower 7t  
L'Esplanade Laurier, Tour est 7e é  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Accommodations in Key West, FL	
<b>Solicitation No. - N° de l'invitation</b> W3999-18V053/A	<b>Date</b> 2018-12-21
<b>Client Reference No. - N° de référence du client</b> W3999-18V053	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-76116	
<b>File No. - N° de dossier</b> lp003.W3999-18V053	<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 2019-02-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Amyot, Jason J.	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (873) 353-4684 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Department of National Defence (DND) will be participating in continuation dive training in Key West, Florida between the dates of 2 March and 19 April 2019. Approximately one hundred and twenty eight (128) personnel will require Hotel Services for the duration of the training. This requirement is estimated at 406 room nights.

More details are provided in the Statement of Work – Annex A.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

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

## **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) – Attn: Jason Amyot, [Jason.Amyot@tpsgc-pwgsc.gc.ca](mailto:Jason.Amyot@tpsgc-pwgsc.gc.ca) by the date, time and place indicated on page 1 of the bid solicitation.

### **2.3 Former Public Servant**

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

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

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

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

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

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

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

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

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

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

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

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Bidders are required to comply with all the mandatory criteria below to be considered responsive; a bid must meet all of the mandatory requirements of this bid solicitation. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

Accommodations must include all services required at Annex A – Statement of Work.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. **The responsive bid with the lowest total estimated value (in Annex B- Basis of Payment) will be recommended for award of contract.**

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

## 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from the issuance of the contract until May 10<sup>th</sup> 2019 inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jason Amyot  
Title: Supply Specialist  
Department: Public Services and Procurement Canada (PSPC)  
Acquisitions Branch  
Directorate: Travel Procurement Services Division - LP  
Address: Building L'Esplanade Laurier, East Tower  
140 O'Connor Street,  
Ottawa, Ontario, Canada, K1A 0R5

Telephone: 873-353-4684  
Facsimile: 613-943-7967  
E-mail address: [jason.amyot@tpsgc-pwgsc.gc.ca](mailto:jason.amyot@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: ***To be added at Contract award***

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the



Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

#### To be added at Contract award

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

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

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

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

### 6.7 Payment

#### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Basis of Payment. Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.7.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.7.3 Method of payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

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#### 6.7.4 Electronic Payment of Invoices – Contract

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

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

#### 6.8 Invoicing Instructions

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

Invoices must be distributed as follows:

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

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

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

#### 6.9 Certifications and Additional Information

##### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### 6.10 Applicable Laws

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

#### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2010C (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments;
- (f) Annex D, Information and Contact;
- (g) the Contractor's bid dated \_\_\_\_\_

## **6.12 Insurance requirements**

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

## **6.13 Renovation Work**

The Contractor agrees to give thirty (30) days' notice to any construction or alteration work to be performed on the property that could interfere with the safety and / or comfort of the participants. In such event, Canada may terminate the Contract at any time without liability or cancellation fees. If Canada chooses to terminate this Contract under this provision, the Contractor shall, if requested by Canada, employ, to the best of its ability, to assist Canada in locating an alternative facility with comparable equipment at a comparable price and offset the additional costs incurred by Canada to relocate accommodation services.

## **ANNEX "A" – STATEMENT OF WORK**

### **Hotel Services in Key West, Florida – 02 March 2019 to 19 April 2019**

#### **1. OVERVIEW AND GENERAL REQUIREMENTS**

##### **1.1. Background**

- 1.1.1. The Canadian Armed Forces (CAF) will be participating in continuation dive training in Key West, Florida and will require Hotel Services for the duration of the training.
- 1.1.2. It is anticipated that the training will take place from 2 March – 19 April 2019, where the Search and Rescue Technicians in total will be composed of approximately one hundred and twenty (120) personnel.

##### **1.2. Objective**

- 1.2.1. The CAF requires a contractor to provide Hotel Services in support of the dive training in Key West, Florida 02 March-19 April 2019.

##### **1.3. Scope**

- 1.3.1. The Contractor is required to deliver the following services in support of the CAF's training in Key West Florida, as follows;
  - a. Hotel Services for approximately one hundred and twenty (120) people as indicated in the matrix at sec 2.2.1
- 1.3.2. The general approach to the work described in this SOW is that the contract will be managed and administered by a single Prime Contractor who will either deliver all required services, or through sub-contracts, arrange for the delivery of the required services. In either scenario, the Prime Contractor will be wholly responsible for the seamless delivery of all of the required services and will proactively take the necessary measures to ensure that any conflicts or issues are promptly addressed and resolved. The Contractor must provide the services in the location identified in sec 2.2.1
- 1.3.3. In the event CAF is delayed during the deployment or re-deployment phase, hotel services may be additionally required and requested by the Contracting Authority for 3-5 days.

##### **1.4. CAF Responsibilities**

- 1.4.1. The CAF will provide a single Point of Contact (POC) to assist with booking requirements and changes.
- 1.4.2. The CAF Technical Authority (TA) will inform the contractor no later than forty-eight (48) hours before any associated occupancy date cancellations. The CAF TA will be responsible to provide a list of the names of the personnel utilizing the accommodation at least forty-eight (48) hrs prior to the occupancy dates with the exception of unforeseen circumstances.

#### **2. DETAILED TECHNICAL REQUIREMENTS**

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The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

## **2.1. Technical Requirement**

- 2.1.1. Eight (8) guestrooms must be double occupancy and non-smoking.
- 2.1.2. Seven (7) single occupancy guestrooms for the Dive Serial OPI's for the duration and non-smoking.
- 2.1.3. Five (5) single occupancy guestrooms for Master Warrant Officer Ranks on their respective dive serials.
- 2.1.4. Two (2) single occupancy guestrooms for the mental health staff for two (2) night stay on each of the serials.
- 2.1.5. All amenities must be segregated from the basic room rate, no further cost against the CAF than those established.
- 2.1.6. General room cleaning service must be performed on a daily basis.
- 2.1.7. Fresh towel service and shampoo and soaps sufficient for the number of room occupants must be provided on a daily basis.
- 2.1.8. At least one (1) sanitized (cleaned) drinking glass per room occupant must be provided.
- 2.1.9. Bedding exchange must occur on weekly basis, unless CAF TA requests bi-weekly.
- 2.1.10. Rooms must be equipped with single beds or larger with comfortable bedding. A sofa bed or cot is not acceptable.
- 2.1.11. Each room will include a private three piece bathroom with minimum of a toilet, sink, and shower.
- 2.1.12. Serviceable television with remote and cable.
- 2.1.13. Safes must be made available within the room or at the front desk for CAF personnel.
- 2.1.14. Alarm Clock or wake-up call service.
- 2.1.15. Rooms must have armchairs or sofa for the room occupants and guest.
- 2.1.16. At least two (2) electrical outlets.
- 2.1.17. Each room will be equipped with a mini-refrigerator and coffee machine with daily coffee and tea replenishment, at no extra cost to the room occupants.
- 2.1.18. Telephone capable of making international calls. Occupants will pay personal phone charges at time of check-out and billed directly to the occupant of the rooms.
- 2.1.19. The hotel must be equipped with Wi-Fi access in the rooms and throughout the common areas.
- 2.1.20. Rooms must meet the local Hotel Industry standard for hygiene and sanitation.
- 2.1.21. Secure parking must be available for a minimum of four to six (4-6) vehicles within the hotel grounds.

## **2.2. General Requirements:**

- 2.2.1 The CAF requires the provision of Hotel Services of double rooms continuously for the dates indicated in the matrix below, with 2 single rooms for Mental Health staff on the dates indicated and 2 single rooms on each of the seven serials for OPI staff;

Location	Number of Bed Spaces	Double Occupancy	Check-In date	Check Out Date	Single Rooms MH staff
Key West, FI	18	9	2 March 19	8 March 19	2 nights, 6-7 March
Key West, FI	18	9	9 March 19	15 March 19	2 nights, 13-14 March
Key West, FI	18	9	16 March 19	22 March 19	2 nights, 20-21 March
Key West, FI	18	9	23 March 19	29 March 19	2 nights, 27-28 March
Key West, FI	18	9	30 March 19	5 April 19	2 nights 3-4 April
Key West, FI	18	9	6 April 19	12 April 19	2 nights 10-11 April
Key West, FI	18	9	13 April 19	19 April 19	2 nights 17-18 April

- 2.2.2 The Hotel must be located within ten (10) km of the downtown core of Key West. From Garrison Bight Marina, Key West Bight and Southernmost Point.
- 2.2.3 Prior to the contract being awarded, a CAF representative might complete an inspection of the accommodation and facilities to ensure they meet the CAF standards for hygiene and safety. (Time and person to be confirmed by CAF TA).
- 2.2.4 Personnel shall not be relocated to another room during their stay unless it becomes necessary as directed by the CAF TA.
- 2.2.5 The CAF must be able to reduce or increase the bed spaces by fifteen (15) percent on any one night given forty-eight (48) hour notice (if bed spaces are available).
- 2.2.6 The hotel awarded the contract must provide early check-in and late check-out as required to accommodate flight times and/or changes. If not feasible, in lieu of early-in or late-check-out, a secure luggage storage area must be provided on request.
- 2.2.7 Hotel facility must have the capability for occupants to do their own laundry at the occupants own expense.
- 2.2.8 Hotel facility is to provide one (1) conference room on the second last day of each serial for briefings and the ability for two (2) interview rooms. Either a dividing wall to separate into two individual rooms for privacy, or individual interview rooms x 2. The main conference room must be able to accommodate for at least eighteen (18) staff members.

### 2.3. Contractors Responsibilities;

- 2.3.1 Contractor must provide full access to all hotel amenities for the duration of the personnel's stay. Including but not limited to parking, restaurant(s) and fitness facility.

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- 2.3.2 The Contract must provide a local staff member as the primary Point of Contact (POC) for all matters relating to hotel services. The POC must be available from 0800hrs to 1800hrs daily. Outside these hours, a contact person and cell phone number must be provided to the CAF TA if different than the designated individual. These individuals must be able to communicate effectively in English.

### **3. DELIVERABLES**

- 3.1 Provide hotel service as indicated in section 2.1 and 2.2

## ANNEX "B" – BASIS OF PAYMENT

The Bidder must provide accommodation services in accordance with Annex A – Statement of Work at the following rates.

Cost for all services stipulated in Annex A – Statement of Work **must be included in room price.**

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

## ACCOMMODATION REQUIREMENTS

Check-in 2019	Check-out 2019	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in USD \$) (c)	Total estimated value (in USD \$) (a*b*c)
<b>Double Occupancy</b>					
02 Mar	08 Mar	9	6		
09 Mar	15 Mar	9	6		
16 Mar	22 Mar	9	6		
23 Mar	29 Mar	9	6		
30 Mar	05 Apr	9	6		
06 Apr	12 Apr	9	6		
13 Apr	19 Apr	9	6		
<b>Single Occupancy</b>					
06 Mar	08 Mar	2	2		
13 Mar	15 Mar	2	2		
20 Mar	22 Mar	2	2		
27 Mar	29 Mar	2	2		
03 Apr	05 Apr	2	2		
10 Apr	12 Apr	2	2		
17 Apr	19 Apr	2	2		
<b>Total estimated value of accommodations <u>without</u> applicable taxes &amp; fees:</b>					
<b>Total estimated value of accommodations <u>with</u> applicable taxes &amp; fees:</b>					

Estimated room nights: 406



Indicate % of applicable Federal Tax: \_\_\_\_\_  
Indicate % of applicable State Tax: \_\_\_\_\_  
Indicate % of applicable Local Tax: \_\_\_\_\_  
Indicate % of applicable Marketing Tax: \_\_\_\_\_  
Other fees (if applicable): \_\_\_\_\_

### **MEETING SPACE REQUIREMENTS**

Serial	Type of Room Requested	Dates Required	Time Requested	Daily Rental Rate/ (in USD \$)
#1	Conference Room	6 Mar 19	08:00 – 16:00	
	Interview Room # 1	6 Mar 19	10:00 – 16:00	
	Interview Room # 2			
#2	Conference Room	13 Mar 19	08:00 – 16:00	
	Interview Room # 1	13 Mar 19	10:00 – 16:00	
	Interview Room # 2			
#3	Conference Room	20 Mar 19	08:00 – 16:00	
	Interview Room # 1	20 Mar 19	10:00 – 16:00	
	Interview Room # 2			
#4	Conference Room	27 Mar 19	08:00 – 16:00	
	Interview Room # 1	27 Mar 19	10:00 – 16:00	
	Interview Room # 2			
#5	Conference Room	3 Apr 19	08:00 – 16:00	
	Interview Room # 1	3 Apr 19	10:00 – 16:00	
	Interview Room # 2			
#6	Conference Room	10 Apr 19	08:00 – 16:00	
	Interview Room # 1	10 Apr 19	10:00 – 16:00	
	Interview Room # 2			
#7	Conference Room	17 Apr 19	08:00 – 16:00	
	Interview Room # 1	17 Apr 19	10:00 – 16:00	
	Interview Room # 2			
Total estimated value of meeting spaces <u>without</u> applicable taxes & fees:				
Total estimated value of meeting spaces <u>with</u> applicable taxes & fees:				

Should conference rooms be complimentary, please indicate "No Charge" in the daily rental column.

Indicate % of service charge / gratuity (if applicable): \_\_\_\_\_

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### **PARKING REQUIREMENTS**

Arrival 2019	Departure 2019	Estimated number of vehicles	Estimated number of nights (a)	Parking Spots Offered (b)	Daily rate (in USD \$) (c)	Total estimated value (in USD \$) (a*b*c)
02 March 19	19 April 19	6	48			
Total estimated value of parking <u>without</u> applicable taxes & fees:						
Total estimated value of parking <u>with</u> applicable taxes & fees:						

Should parking be included in the room rate, please indicate "No Charge" under parking.

Accommodations, Meeting Space & Parking, <u>without</u> taxes (in USD \$):	
Accommodations, Meeting Space & Parking, <u>with</u> taxes (in USD \$):	

Note: For financial evaluation purposes, all fees will be used.

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## **ANNEX "C" – ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX "D" – INFORMATION AND CONTACTS

### 1. Bidder Information

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

### 2. Property Information

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

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

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

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

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

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