



**Royal Canadian Mounted Police  
Gendarmerie royale du Canada**

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

Attention: Cathi Johannson  
[Cathi.johannson@rcmp-grc.gc.ca](mailto:Cathi.johannson@rcmp-grc.gc.ca)

**SOLICITATION AMENDMENT**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

**MODIFICATION DE L'INVITATION**

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaries**

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

Telephone No. – No de téléphone:  
( )

Facsimile No. – No de télécopieur:  
( )

Title-Sujet Hotel Services		Amendment No. – No Modification 001
Solicitation No. - No. de l'invitation 201902451/A	Date January 7, 2019	
Client Reference No. - No. De Référence du Client		
GETS Reference No. - No. de Référence de SEAG		
<b>Solicitation Closes - L'invitation prend fin</b> <b>at – à</b> 02:00 PM Central Standard Time (CST) HNC (heure normale de Centre) <b>on – le</b> January 28, 2019		
F.O.B. - F.A.B. Destination		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cathi Johannson AND Steve Lafontaine <a href="mailto:Cathi.johannson@rcmp-grc.gc.ca">Cathi.johannson@rcmp-grc.gc.ca</a> and <a href="mailto:steve.lafontaine@rcmp-grc.gc.ca">steve.lafontaine@rcmp-grc.gc.ca</a>		
Telephone No. - No de téléphone 204-983-1932	Fax No. - N° de FAX:	
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction:</b>  See Herein / Voir aux présentes		
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>		
<b>Delivery Required - Livraison exigée:</b>  See Herein/Voir aux présentes	<b>Delivery Offered - Livraison proposée</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>		



**QUESTION AND ANSWER SERIES I**

**Question 1:** When will I have a response to a question I have submitted?

**Response 1:** All questions will be responded to in writing via formal questions and answers and amendments posted on buyandsell.gc.ca. Although all attempts will be made for immediate responses, delays may occur as consultation is required with the Technical Authority. Delays may also occur as the RCMP must translate questions and answers and amendments in both English and French.

**Question 2:** Distance marker states 10 miles driving radius from downtown core. Can we please have a physical distance marker as some properties may fall outside the "guestimated" marker. This would make it crystal clear as to the distance of 10 miles.

**Response 2:** The physical address for the purpose of this requirement is 333 N Laura Street, Jacksonville, FL 32202, USA.

**Question 3:** is this supposed to be driving distance, or a radius. Those are two different distances then.

**Response 3:** Within a 10 mile driving distance.

**Question 4:** Will any Deposits be given, as per industry standard?

**Response 4:** No deposits will be given. The Contract will secure the rooms and confirmed Participants will be provided in accordance with Annex "A" – Statement of Work.

**Question 5:** Unobstructed space for meeting space would mean, absolutley NO Posts in the room right?

**Response 5:** For the purposes of this requirement, 'Unobstructed' means: clear or free from obstructions or obstacles.

**Question 6:** projector and speaker, who will provide? If hotel is to provide, is this to be included in the rate or additional? Project screen, if hotel is to provide, is this to be included in the rate or additional cost?

**Response 6:** Per paragraph 3.2 of Annex "A" – Statement of Work: RCMP will provide everything except the Projection screen which is to be included in the room rental rate.

**Question 7:** Any equipment, pens,markers, audio video, etc. Required?

**Response 7:** RCMP will supply all items with the exception of the projection screen (specified in clause 3.2 of Annex "A").

**Question 8:** daily hot breakfast, to include what items at minimum?

**Response 8:** The minimum items would include coffee/tea, a variety of juices, as well as healthy meal options such as: fruits, eggs, meats, yogurt, cereal and toast.

**Question 9:** Does restaurant have to be onsite or with in 5 minute walk is ok?



**Response 9:** See Amendment below.

**Question 10:** parking, is to be included in rate or additional charge?

**Response 10:** Parking is to be included.

**Question 11:** Final invoicing for each segment of 14 business days, can this be changed to within 5 business days? As this would be reasonable and with in industry standards.

**Response 11:** 14 business days is specified as a maximum; accordingly, any timing leading up to that is acceptable.

**Question 12:** pricing for option periods from years 2021-2023, these prices are not budgeted for this far in advance. What would be a fair pricing increases accepted by Canada? On average rates can change between 6-20%.

**Response12:** Unfortunately the risk associated with the cost implications for future years is an internal business decision within your firm's business model. Thus, RCMP cannot provide any advice/guidance in this context. Bidders must complete Annex "C" - Basis of Payment in its entirety for its financial proposal to be considered. Bidders must provide numbers for its rates to be considered complete.

**Question 13:** Can we only bid for the 2019-2020 year or is the options a must?

**Response 13:** Bids will be assessed on the Total Estimated Cost detailed within Annex "C" including all option years.

**Question 14:** Was the solicitation directly emailed to other suppliers?

**Response 14:** The RFP has not been emailed to any potential bidders. All official documentation related to this requirement will be published for public access (worldwide) on buyandsell.gc.ca.

**Question 15:** The location of the training-is it

**Response 15:** The location of the training is within the downtown core. The exact address is not deemed necessary for the purpose of this RFP. The 10 mile driving radius is clarified in responses 2 and 3 above.

**Question 16:** Are the 34 rooms continuous for the 115 days? I think not, based upon your description but need to know what the dates are as there are numerous special event weekends.

**Response 16:** The dates required are as identified in Annex "B". The days are continuous for each Training session; however, not for the total estimate of 115.

**Question17:** Do you need the meeting space the entire time? On a 24- hr hold?

**Response 17:** Clause 3.2 of Annex "A" refers: The Primary Meeting space is required for specific Mondays only and the Secondary is to be on a 24-hour basis.

**Question 18:** Can we move the meeting room around if necessary?



**Response 18:** Yes, if necessary, the meeting room can be changed.

**Question 19:** Is the small meeting room an office space? If so we have some Conference Suites on the 2nd floor that may be perfect for this purpose.

**Response 19:** The small meeting room is comparable to a boardroom. Conference Suites would work.

**Question 20:** Unfortunately, we would be unable to provide meeting services of this size throughout the 115 days. The only offer we can place is a rooms-only bid. We could reserve the rooms at the prevailing government per-diem which is currently \$\*\*\*\* USD, plus applicable taxes, if they apply.

**Response 20:** Thank you for your consideration. The on-site meeting rooms are a critical component of the requirement; thus, they are necessary/mandatory for the dates specified in the RFP.

**Question 21:** We have already sent the request to the hotel – is the amendment a big change? Should we recall the sent request until the amendment?

**Response 21:** No bids will be assessed prior to the closing date/time. As questions arise throughout the solicitation period, Amendments may be required. Bidders will be required to ensure compliance with the RFP and all associated Amendments.

**Question 22:** Also – if there is an amendment – will be notified by email?

**Response 22:** No, it's the Bidder's responsibility to verify the Buy and Sell webpage throughout the solicitation period for questions posed and amendments. Bidders are to use **Solicitation # 201902451/A or Reference #PW-18-00856325**. Please also refer to information related to Buy and Sell: <https://buyandsell.gc.ca/procurement-data/tenders/tenders-frequently-asked-questions#webstats>

**Question 23:** After reading the RFP I see that you are requiring two separate meeting spaces for this group. Unfortunately we only have one meeting room (650 sq. ft). We would very much like to bid on this opportunity but understand this requirement for two meeting spaces is required Please confirm if this is the case.

**Response 23:** The mandatory items specified in the solicitation document are the minimum requirements necessary to meet the needs of the requirements of the RCMP during the timeframes specified.

**Question 24:** Can you please verify which \*\*\*\*\* properties this RFP Solicitation is for?

**Response 24:** This RFP is intended to create a competitive process for any/all properties which meet the mandatory specifications. It is published worldwide to the public on [buyandsell.gc.ca](https://buyandsell.gc.ca).

**Question 25:** In the solicitation you mention a 10 mile radius from downtown or northbane Jacksonville. By chance do you mean north shore? The downtown area includes land with hotels on both sides of the St. John's River. I want to be sure we are looking at hotels in the correct area. Can you let us know if will consider hotels that are south of St. John's River?

**Response 25:** Please refer to Responses 2 and 3.



**Question 26:** Also, can you provide an exact address for training location.

**Response 26:** Please refer to Response 15 above.

**THIS AMENDMENT IS RAISED TO CHANGE THE STATEMENT OF WORK. THE FOLLOWING REVISIONS ARE:**

1. At 1.2 Statement of Work, DELETE in its entirety and INSERT:

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" – Statement of Work and "B" Hotel Room Requirements

2. At Annex "A" – Statement of Work, **3.3 Hotel property** must:, DELETE the following:

"Have an on-site restaurant" and INSERT:

"An on-site restaurant is not mandatory, however a full-service restaurant must be available within a 5 minute walk."

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAINS UNCHANGED.**