



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

**Bid Receiving - PWGSC / Réception des
soumissions → TPSGC**
10th Floor, 4900 Yonge Street /
10e étage, 4900 rue Yonge
Toronto
Ontario
M2N 6A6

**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

Address inquiries to the Contracting Authority at
Hussain.Noor@pwgsc-tpsgc.gc.ca

Title - Sujet Rations and Quarters	
Solicitation No. - N° de l'invitation W0113-19CS07/A	Date 2019-05-23
Client Reference No. - N° de référence du client W0113-19CS07	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-007-7771	
File No. - N° de dossier TOR-9-42012 (007)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-06-10	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Noor, Hussain	Buyer Id - Id de l'acheteur tor007
Telephone No. - N° de téléphone (647) 295-3458 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE MPGTG Tech Svcs Base Supply 247 Cambrai Road (Building O-111) 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 Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:
subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
- i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or, if applicable, the email address identified in the bid solicitation.

- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
- i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
- ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that

- includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
 - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
 - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
 - i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
 - j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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](#) (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 Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Courier/Post: Bid Receiving - PWGSC
10th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6

epost: TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca
(Bids will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions)

Bid Fax: 416-952-1256

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as

such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;

- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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.

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 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 must provide documentation demonstrating that their proposal meets all the technical specifications detailed below. When published documentation does not demonstrate compliance, a written narrative demonstrating compliance will be accepted.

Item	Mandatory Requirement	Page # (Identify page number in your proposal where the information can be found)
<u>M1</u>	<ul style="list-style-type: none"> - The accommodations must be within thirty (30) minutes' drive from the flight center. 	
<u>M2</u>	<ul style="list-style-type: none"> - Double occupancy rooms for the cadets (2 people per room with individual beds); and - Single occupancy rooms for the Supervisory Officers (1 person per room). 	
<u>M3</u>	<ul style="list-style-type: none"> - All rooms must have individual closet storage for cadet clothing; - All rooms must have individual storage for personal clothing and equipment; - All rooms must have a desk or workspace for each cadet for study purposes; - High speed internet must be available in each room; - All rooms must be equipped with Air condition; and - All rooms must have an individual washroom attached. 	
<u>M4</u>	<ul style="list-style-type: none"> - A group or individual house phone must be provided; - There must be a common area equipped with cable TV; and - Washers and dryers must be available on site for daily use. 	
<u>M5</u>	<ul style="list-style-type: none"> - All rooms must be collocated in a common hall/area to allow for ease of supervision. Other guests must not be housed in the same area as Canada's personnel. 	

M6	- Recreational facilities must be located at, or within a ten (10) minute walking distance to, accommodations, and offer a variety of sports (i.e. swimming pool, gymnasium, soccer/baseball fields, etc.)	
M7	- Must be Red Seal Chef certified for food preparation (copy of the certificate must be provided).	

4.1.2 Financial Evaluation

4.1.2.1 Bidders must submit pricing in accordance with Annex B, Basis of Payment in Canadian Funds. Pricing must be provided for all line items.

4.1.2.2 The total evaluated price is the sum of Mag Aerospace Total Cost, Journey Air Total Cost and Diamond Flight Centre Total Cost at Annex B – Basis of Payment. Total Cost for each location is the sum of Quarters and Rations, as per Annex B – Basis of Payment.

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

4.2 Basis of Selection – Mandatory Technical Criteria

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.

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/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Solicitation No. - N° de l'invitation
W0113-19CS07/A
Client Ref. No. - N° de réf. du client
W0113-19CS07

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-9-42012

Buyer ID - Id de l'acheteur
TOR007
CCC No./N° CCC - FMS No./N° VME

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 August 2019 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hussain Noor
Supply Officer
Public Works and Government Services Canada
Procurement Directorate
10th Floor, 4900 Yonge Street
Toronto, ON
M2N 6A6

Telephone: 647-295-3458

E-mail address: Hussain.Noor@pwgsc.gc.ca

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

6.5.2 Project Authority *(to be inserted at contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

6.5.3 Contractor's Representative *(to be completed by bidder)*

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 a firm price as specified in Annex B, Basis of Payment, for a cost of \$_____. 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.

6.7.2 Limitation of Price

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

6.7.3 Single Payment

[H1000C](#) Single Payment (2008-05-12)

6.7.4 Electronic Payment of Invoices – Contract

If applicable, where payment of invoices will be made using electronic payment instruments, Refer to Annex "C" Electronic Payment Instruments, where the Bidder indicated which electronic payment instruments are accepted and change the text below accordingly.

Delete 6.7.4 if bidder does not accept electronic payment

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)*

6.8 Invoicing Instructions

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

- a. The original and one (1) copy must be forwarded to the 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.

6.9 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 _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*).

6.12 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract

6.13 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.

ANNEX "A"

STATEMENT OF WORK

1. Objective

Provision of Rations and Quarters for Central Region Power Pilot Scholarship (PPS) Program for Cadets and Staff in the near vicinity of the following Flight Centres:

1. Mag Aerospace Garson
8555 Aviation Rd.
Garson, ON
P3L 1V4
2. Journey Air Windsor
2800 Hayes Ave.
Windsor, ON
N8V1A1
3. Diamond Flight Centre London
2530 Blair Blvd.
London, ON
N5V 3Z9

2. Background

1. The Power Pilot Scholarship (PPS) Program is a seven-week course of ground and flying training designed to qualify approximately 245 Air Cadets from across Canada for a Transport Canada (TC) Private Pilot License in accordance with Canadian Air Regulations (CARS). Training is conducted by member flying schools or clubs of the Air Transport Association of Canada (ATAC) for all regions except Quebec.
2. Vice-Chief of the Defence Staff (VCDS) has delegated to the Director Cadets and Junior Canadian Rangers (DCdts & JCR) the management responsibility for the PPS program, which includes the selection of flying schools/clubs, the authority to negotiate and enter into contract with the Associations and the supervision of the flying contracts with respect to compliance and payment. In accordance with normal centralized control/decentralized execution procedures; the five (5) Regional Cadet Support Units (RCSUs) are responsible for the conduct of the program.
3. RCSUs (Atlantic, Eastern, Central, Northwest and Pacific) have delegated the responsibility for the conduct of the regional PPS to the Region Cadet Air Operations Officer (RCA Ops O). When ATAC provides the names of the training establishments interested in delivering the PPS program, RCSUs carry out an on-site inspection of each applicant flying school/club, and conduct a comparative evaluation of all applicant flying schools/clubs in accordance with the "FLYING SCHOOLS/CLUBS INSPECTION AND COMPARATIVE EVALUATION GUIDE." The result is forwarded to DCdts and JCR, as a recommended merit listing, for final selection of the flying schools/clubs. Once the schools have been selected and approved by NDHQ and ATAC, an ATAC/DND flying contract is co-ordinated.
4. In Central Region (that portion of Ontario exclusive of Ottawa), ATAC has subcontracted an additional three (3) flight schools to deliver the ground and flying training to a total of 36 cadets for summer 2019.

5. The Air Cadet Power Scholarship Program is very intense, offering the Transport Canada Private Pilot License in seven (7) weeks, which normally takes an off-the street candidate a minimum of four (4) months to complete. Each day of the program is completely taken up with ground and flight training followed by concentrated study, with tutorials, taking place at the accommodation location in the evening. As such, the flying training, feeding and accommodations need to be very tightly integrated and coordinated. Lost time attributed to travel to meals, accommodations and flight school must be kept to an absolute minimum.

3. Scope

The Contractor must provide rations and quarters for a total of thirty –six (36) students for the period 07 July 2019 to 24 August 2019 (49 days) and six (6) supervisory officers (2 supervisors per location) for a period of 23 June 2019 to 26 August 2019 (65 Days).

4. Tasks

The Contractor must provide the following in the near vicinity of the following Flight Centres:

Mag Aerospace:

- Appropriate and sanitary quarters for a group of six (6) male teenage cadets (including recreation facilities). Students will arrive on 07 July 2019 and depart on 24 August 2019; for a total of 48 nights.
- All rations including breakfast, lunch and dinner for six (6) cadets from 07 July 2019 to 23 August 2019 inclusive.
- All rations including breakfast, lunch and dinner, and appropriate sanitary quarters for two (2) supervising officers. Supervising officers will arrive on 23 June 2019 and depart on 26 August 2019, for a total of 64 nights.
- For 24 August 2019, provide breakfast only for cadets and regular meals for supervising officers.

Journey Air:

- Appropriate and sanitary quarters for a group of twelve (12) female teenage cadets (including recreation facilities). Students will arrive on 07 July 2019 and depart on 24 August 2019; for a total of 48 nights.
- All rations including breakfast, lunch and dinner for twelve (12) cadets from 7 July 2019 to 23 August 2019 inclusive.
- All rations including breakfast, lunch and dinner, and appropriate sanitary quarters for two (2) supervising officers. Supervising officers will arrive on 23 June, 2019 and depart on 26 August 2019, for a total of 64 nights.
- For 24 August 2019, provide breakfast only for cadets and regular meals for supervising officers.

Diamond Flight Centre:

- Appropriate and sanitary quarters for a group of eighteen (18) male teenage cadets (including recreation facilities). The actual male/female ratio is not known at this time. Students will arrive on 07 July 2019 and depart on 24 August 2019; for a total of 48 nights.
- All rations including breakfast, lunch and dinner for eighteen (18) cadets from 07 July 2019 to 23 August 2019 inclusive.
- All rations including breakfast, lunch and dinner, and appropriate sanitary quarters for two (2) supervising officers. Supervising officers will arrive on 23 June 2019 and depart on 26 August 2019, for a total of 64 nights.
- For 24 August 2019, provide breakfast only for cadets and regular meals for supervising officers.

Quarters for Mag Aerospace, Journey Air and Diamond Flight Centre:

- Double occupancy rooms for the cadets (2 people per room with individual beds);
- Single occupancy rooms for the Supervisory Officers (1 person per room);
- All rooms must have individual closet storage for cadet clothing;
- All rooms must have individual storage for personal clothing and equipment;
- All rooms must have a desk or workspace for each cadet for study purposes;
- All rooms must have an individual washroom attached;
- A group or individual house phone must be provided;
- There must be a common area equipped with cable TV;
- High speed internet must be available in each room;
- Washers and dryers must be available on site for daily use;
- All rooms must be equipped with Air condition;
- Two master keys for all rooms must be provided;
- Housekeeping must occur once per week;
- The Contractor must ensure that there is enough sheets, pillows and blankets on hand to allow for a once a week bedding exchange. As well bedding must be available for cadets/staff that have allergies in addition to the bedding held by the Landlord. Towel exchange must take place on Monday, Wednesday and Friday each week. The Contractor will be responsible for all cleaning / laundering of the aforesaid items. The laundering of linen and towels must not interfere with the availability of washers and dryers to cadets and staff;
- The Contractor must ensure there is space in each accommodation area that would facilitate ironing. Sufficient amounts of electrical outlets and adequate lighting (to national building code) must be the responsibility of the Contractor;
- All rooms must be collocated in a common hall/area to allow for ease of supervision. Other guests must not be housed in the same area as Canada's personnel; and
- Recreational facilities must be located at, or within a ten (10) minute walking distance to, accommodations, and offer a variety of sports (i.e. Swimming pool, gymnasium, soccer/baseball fields, etc).

NOTE: The accommodations must be within the same facility for the entire contract. No re-location will be allowed or entertained during the contract period.

Rations for Mag Aerospace, Journey Air and Diamond Flight Centre:

Rations to include breakfast, lunch, supper meals and evening snacks daily.

- The rations must be healthy and substantial in consideration for growing and active teenage candidates. All meals are to follow Canada Food Guidelines;
- Presentation of meals is to be in appetizing fashion and varied. The feeding establishment must be clean, in good conditions and comply with all fire safety standards. The cadets must be fed in such a fashion that would allow for ease of supervision; and
- Breakfast and supper must be available in a facility between the accommodations and the flight centres. Furthermore, lunch must be available at, or within a ten (10) minute drive from each flight centre. Because of limited available time, food serving efficiency is a must with meals being offered and consumed in the maximum time period of one (1) hour. Due to fluctuating training schedules, there may be times when cadets will be returning late for lunch and/or dinner. The Contractor must accommodate late arrivals of up to one hour for large groups of Cadets. The Contractor must accommodate up to a maximum of three (3) Cadets that may miss meals and must package and store the food for later consumption. Canada will provide the Contractor with as much advance warning as possible when delays are encountered.

Canada requires meal times that will commence between:

Breakfast	6:00 am to 7:00 am
Lunch	12:00 pm to 1:00 pm
Dinner	5:30 pm to 6:30 pm

Please Note: No specific time for the night snacks. Snacks can be provided to the staff personnel and they would issue items out to the cadets at the quarters.

Menu compositions are as follows:

(1) Breakfast – The following types and number of food items and prepared dishes to be provided at the breakfast meal:

- (a) citrus fruit and fruit/vegetable juice;
- (b) cereal – one cooked and three ready to eat;
- (c) at least one style of eggs and one breakfast entrée (e.g. pancakes);
- (d) one kind of breakfast meat and one type of cheese or yogurt;
- (e) one kind of vegetable (e.g. baked beans, fried potato);
- (f) one freshly baked product and two kinds of bread products with accompaniments;
and
- (g) at least two hot and two cold beverages including milk

(2) Lunch – The following types and number of food items or prepared dishes to be provided at the lunch meal

- (a) soup or appetizer;
- (b) one freshly prepared hot main protein dish with appropriate accompaniments;

- (c) one hot sandwich;
- (d) one cold sandwich;
- (e) one potato or alternative;
- (f) one other hot vegetable;
- (g) selection of salads as per the Salad Table Menu detailed above;
- (h) three prepared dessert items, two fresh fruit choices and ice cream or yogurt;
- (i) bread and rolls (three varieties); and
- (j) at least two hot and two cold beverages including milk.

(3) Supper – The following types and number of food items or prepared dishes to be provided at the supper meal:

- (a) soup or appetizer;
- (b) two freshly prepared hot protein dishes with appropriate accompaniments – at least one is to be solid meat, fish or poultry (e.g. roast, cutlet, steak, shop or fillet);
- (c) one potato or alternative;
- (d) two other cooked vegetables;
- (e) selection of salads as per the Salad Table Menu detailed above;
- (f) three prepared dessert items, two fresh fruit choices and ice cream or yogurt;
- (g) bread and rolls (three varieties).

(4) Evening Snack

- (a) one beverage and two food items per person shall be served.
- (b) tea and coffee will be served as well as at least two of the following: partially skimmed milk, chocolate milk, hot chocolate, and fruit beverage.
- (c) a minimum of three of the following shall be offered: fresh fruit, sandwiches, cookies, muffins, squares, pies, doughnuts, cheese and crackers.

Menu items must be prepared daily using fresh food.

Constraints:

- Because of the limited time available for the delivery of this intense program, and limited transportation resources available, the accommodations must be within thirty (30) minute drive from each of the flight centre;
- Contractor must be Red Seal Chef certified for food preparation. All work must be carried out in accordance with Federal, Provincial and Municipal Codes, Regulations, Laws or Bylaws. Costs

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incurred to comply with such Codes, Regulations, Laws or Bylaws must be the Contractor's responsibility.

- All buildings and facilities occupied or utilized by the Crown in any way shall be maintained at the expense of the Supplier such that they are in compliance with the National Building Code at all times. Messing facilities shall meet the regulations as set forth in the Sanitation Code of Canada's Food Service Industry (C-85-011-009/FP-001), Feral Halocarbon Regulations and Canadian Environment Protection Act and DND Food Services Manual; and
- For security reasons, facilities that are to be assigned to Staff and Cadets must be occupied by the Crown on an exclusive use basis notwithstanding, the availability of areas that may result from temporary reduction of the forecasted number of personnel housed as contemplated. No other guests are to be permitted to occupy areas or transit through facilities or areas assigned to officers or cadets without Crown consent.

Client Support

The client will provide supervisory oversight for the Cadets as well as transportation to move the cadets between the Flight Centre's, accommodations and meal facilities.

ANNEX "B"

BASIS OF PAYMENT

Firm, all-inclusive price in Canadian Funds for Rations and Quarters as per Annex 'A' – Statement of Work. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

Firm Requirement

Mag Aerospace

1. Quarters

1.1 Double Occupancy Rooms for Cadets

Firm daily rate of \$_____ / room X 3 (number of rooms) X 48 (number of nights) = \$_____

1.2 Single Occupancy Rooms for Supervisors

Firm daily rate of \$_____ / room X 2 (number of rooms) X 64 (number of nights) = \$_____

1.3 Washer and Dryer Usage

\$_____ / day X 64 (number of days) = \$_____

Total Cost for Rooms including Washer and Dryer Usage = \$_____

2. Rations

2.1 Breakfast for Cadets

Firm daily rate of \$_____ / day X 6 (number of cadets) X 48 (number of meals) = \$_____

2.2 Breakfast for Supervisors

Firm daily rate of \$_____ / day X 2 (number of supervisors) X 64 (number of meals) = \$_____

2.3 Lunch for Cadets

Firm daily rate of \$_____ / day X 6 (number of cadets) X 48 (number of meals) = \$_____

2.4 Lunch for Supervisors

Firm daily rate of \$_____ / day X 2 (number of supervisors) X 64 (number of meals) = \$_____

2.5 Dinner for Cadets

Firm daily rate of \$ _____ / day X 6 (number of cadets) X 48 (number of meals) = \$ _____

2.6 Dinner for Supervisors

Firm daily rate of \$ _____ / day X 2 (number of supervisors) X 64 (number of meals) = \$ _____

2.7 Snack for Cadets

Firm daily rate of \$ _____ / day X 6 (number of cadets) X 48 (number of meals) = \$ _____

2.8 Snack for Supervisors

Firm daily rate of \$ _____ / day X 2 (number of supervisors) X 64 (number of meals) = \$ _____

Total Cost for Rations = \$ _____

Mag Aerospace Total Cost (1. Quarters + 2. Rations) = \$ _____

Journey Air

1. Quarters

1.1 Double Occupancy Rooms for Cadets

Firm daily rate of \$ _____ / room X 6 (number of rooms) X 48 (number of nights) = \$ _____

1.2 Single Occupancy Rooms for Supervisors

Firm daily rate of \$ _____ / room X 2 (number of rooms) X 64 (number of nights) = \$ _____

1.3 Washer and Dryer Usage

\$ _____ / day X 64 (number of days) = \$ _____

Total Cost for Rooms including Washer and Dryer Usage = \$ _____

2. Rations

2.1 Breakfast for Cadets

Firm daily rate of \$ _____ / day X 12 (number of cadets) X 48 (number of meals) = \$ _____

2.2 Breakfast for Supervisors

Firm daily rate of \$ _____ / day X 2 (number of supervisors) X 64 (number of meals) = \$ _____

2.3 Lunch for Cadets

Firm daily rate of \$ _____ / day X 12 (number of cadets) X 48 (number of meals) = \$ _____

2.4 Lunch for Supervisors

Firm daily rate of \$ _____ / day X 2 (number of supervisors) X 64 (number of meals) = \$ _____

2.5 Dinner for Cadets

Firm daily rate of \$ _____ / day X 12 (number of cadets) X 48 (number of meals) = \$ _____

2.6 Dinner for Supervisors

Firm daily rate of \$ _____ / day X 2 (number of supervisors) X 64 (number of meals) = \$ _____

2.7 Snack for Cadets

Firm daily rate of \$ _____ / day X 12 (number of cadets) X 48 (number of meals) = \$ _____

2.8 Snack for Supervisors

Firm daily rate of \$ _____ / day X 2 (number of supervisors) X 64 (number of meals) = \$ _____

Total Cost for Rations = \$ _____

Journey Air Total Cost (1. Quarters + 2. Rations) = \$ _____

Diamond Flight Centre

1. Quarters

1.1 Double Occupancy Rooms for Cadets

Firm daily rate of \$ _____ / room X 9 (number of rooms) X 48 (number of nights) = \$ _____

1.2 Single Occupancy Rooms for Supervisors

Firm daily rate of \$ _____ / room X 2 (number of rooms) X 64 (number of nights) = \$ _____

1.3 Washer and Dryer Usage

\$ _____ / day X 64 (number of days) = \$ _____

Total Cost for Rooms including Washer and Dryer Usage = \$ _____

2. Rations

2.1 Breakfast for Cadets

Firm daily rate of \$_____ / day X 18 (number of cadets) X 48 (number of meals) = \$_____

2.2 Breakfast for Supervisors

Firm daily rate of \$_____ / day X 2 (number of supervisors) X 64 (number of meals) = \$_____

2.3 Lunch for Cadets

Firm daily rate of \$_____ / day X 18 (number of cadets) X 48 (number of meals) = \$_____

2.4 Lunch for Supervisors

Firm daily rate of \$_____ / day X 2 (number of supervisors) X 64 (number of meals) = \$_____

2.5 Dinner for Cadets

Firm daily rate of \$_____ / day X 18 (number of cadets) X 48 (number of meals) = \$_____

2.6 Dinner for Supervisors

Firm daily rate of \$_____ / day X 2 (number of supervisors) X 64 (number of meals) = \$_____

2.7 Snack for Cadets

Firm daily rate of \$_____ / day X 18 (number of cadets) X 48 (number of meals) = \$_____

2.8 Snack for Supervisors

Firm daily rate of \$_____ / day X 2 (number of supervisors) X 64 (number of meals) = \$_____

Total Cost for Rations = \$_____

Diamond Flight Centre Total Cost (1. Quarters + 2. Rations) = \$_____

Total Evaluated Price (Mag Aerospace + Journey Air + Diamond Flight Centre) = \$_____

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ANNEX "C" to PART 6 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 6, clause 6.7.4, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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)