



**REQUEST FOR PROPOSAL /  
DEMANDE DE PROPOSITION**

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

Director Services Contracting 4  
(D Svcs C)

Attention: Rob Best

By email to:  
[DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca](mailto:DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca)

**Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à: Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

**THIS DOCUMENT DOES NOT CONTAIN  
A SECURITY REQUIREMENT**

**CE DOCUMENT NE CONTIENT AUCUNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ**

**Solicitation Closes /  
L'invitation prend  
fin:**

At / à:  
02:00 PM Eastern Daylight Time (EDT)

On / le:  
27 August 2019

<b>Title / Titre:</b> Ice Rink Rental for Military Sports Program	<b>Solicitation No / No de l'invitation:</b> W6369-20-X001/B
<b>Date of Solicitation / Date de l'invitation:</b> 12 August 2019	
<b>Address Enquiries to – Adresser toutes questions à:</b> Rob Best by email to: Robert.best@forces.gc.ca	
<b>Telephone No. / N° de téléphone:</b>	<b>FAX No / No de fax:</b>
<b>Destination:</b> National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario K1A 0K2	

**Instructions:**

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés «rendu droits acquittés», tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente.

<b>Delivery required / Livraison exigée:</b>	<b>Delivery offered / Livraison proposée:</b>
<b>Vendor Name and Address / Raison sociale et adresse du fournisseur:</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):</b>	
<b>Name / Nom:</b>	<b>Title / Titre:</b> _____
<b>Signature:</b>	<b>Date:</b> _____

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## **REISSUE OF BID SOLICITATION**

This bid solicitation cancels and supersedes previous bid solicitation number W6369-20-X001/A dated 24 July 2019 with a closing date of 08 August 2019 at 2:00 pm EDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There are no security requirements associated with this bid solicitation.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

The requirement is not subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- (a) Section 02, Procurement Business Number, is deleted in its entirety.
- (b) Subsection 2.d of Section 5, Submission of Bids, is deleted and replaced with the following:
  - 1. It is the Bidder's responsibility to:
    - d. Send its bid only to the Department of National Defence organization receiving the bids as specified on page 1 of the bid solicitation;
- (c) Subsection 4 of Section 5, Submission of Bids, is amended by deleting "sixty (60) days" and inserting "one hundred twenty (120) days".
- (d) Section 06, Late Bids, is deleted in its entirety.
- (e) The text under Section 07, Delayed Bids, is deleted and replaced with the following:

It is the Bidder's responsibility to ensure that DND / D Svcs C has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- (f) Section 08, Transmission by facsimile or by epost connect, is deleted in its entirety.
- (g) Subsection 2 of Section 20, Further Information, is deleted.

### **2.2 Submission of Bids**

Bids must be submitted only to DND / D Svcs C by the date and time 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.

### 2.3.1 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.

### 2.3.2 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.

### 2.3.3 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 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 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**

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

Section I: Technical Bid – One (1) soft copy submitted by email.

Section II: Financial Bid – One (1) soft copy submitted by email.

Section III: Certifications if applicable – One (1) soft copy submitted by email.

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

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>). 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" to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" to Part 3 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 Electronic Submissions**

**Electronic Submissions:** Individual emails that may include certain scripts, formats, embedded macros and/or other links, or those that exceed five (5) megabytes may be rejected by Department of National Defence (DND) email system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one email. DND will confirm receipt of documents. It is the Bidder's responsibility to ensure its entire submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. In order to minimize the potential of email rejection and/or other technical issues, Bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents received after the closing date and time will not be accepted.

**Section III: Certifications**

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



**ATTACHMENT 1 to PART 3, PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid its quoted all-inclusive rate (in Can \$).

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

<b>Category</b>	<b>Number of Hours (estimated) A</b>	<b>Firm Hourly Rate B</b>	<b>Total Cost A x B</b>
<b>Initial Contract Period: Contract Award to 30 June 2020</b>			
2019/2020 Season	600 Hours	\$	\$
<b>Extended Contract Period 1 (if option exercised): (01 July 2020 to 30 June 2021)</b>			
2020/2021 Season	600 Hours	\$	\$
<b>Extended Contract Period 2 (if option exercised): (01 July 2021 to 30 June 2022)</b>			
2021/2022 Season	600 Hours	\$	\$
<b>Extended Contract Period 3 (if option exercised): (01 July 2022 to 30 June 2023)</b>			
2022/2023 Season	600 Hours	\$	\$
<b>Evaluated Price, inclusive of all periods (Applicable taxes extra)</b>			\$
<b>Applicable taxes (13%)</b>			\$
<b>Total Cost</b>			\$

## 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

	<b>Mandatory Evaluation Criteria</b>	<b>Instructions to Bidders</b>
	The Bidder must demonstrate in its proposal, that its facility meets all requirements listed below.	The Bidder must demonstrate compliance by providing:
<b>MC1</b>	Facility contains no less than two 200 feet long by 85 feet wide hockey rinks.	Photos of the facility or website reference to demonstrate two ice rinks.
<b>MC2</b>	Facility has on-site parking no farther than 200 meters from building.	Photos of the facility or website reference to demonstrate adjacent parking.
<b>MC3</b>	One of the hockey rinks has seating for no less than 120 persons.	Photos of the facility or website reference to demonstrate required seating.
<b>MC4</b>	The facility is within the boundaries of the Ottawa River to the North, Bearbrook road to the East, Fallowfield / Leitrim road to the South, and Huntmar Dr. in Kanata to the West.	Full address of the facility (Civic Address, City, Province and Postal Code).
<b>MC5</b>	Facility is available to meet the requirement of 600 Hours.	A completed "Proposed Timings" column of Appendix 1 of the Statement of Work.

#### 4.1.2 Financial Evaluation

The volumetric data included in the pricing schedule detailed in attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contracting guarantee.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

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

## **4.2 Basis of Selection**

### **4.2.1 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. In the event where more than one compliant bid is the same price, the winning bidder will be selected by closest geographic proximity to DND headquarters Carling Campus at 3500 Carling Ave, Nepean, Ontario.

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

#### **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 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## 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 in 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>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

SACC Manual Clause 2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract with the following modifications:

(a) In section 01, Interpretation, the definition of "Canada", "Crown", "Her Majesty" or "the Government" is amended as follows:

Delete: Minister of Public Works and Government Services

Insert: Minister of National Defence

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from the date of Contract to \_\_\_\_ inclusive. (Date to be specified in resulting contract)

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Annex "B" Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administration purposes only, through a Contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is: (to be specified in resulting contract)  
Name: \_\_\_\_\_

Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: \_\_\_\_\_  
Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

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

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

### 6.5.2 Technical Authority

The Project Authority for the Contract is: (to be specified in resulting contract)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: \_\_\_\_\_  
Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

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

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 – Firm Hourly Rates**

The Contractor will be paid firm hourly rates as indicated in Annex “B”, Basis of Payment, for work performed in accordance with the Contract. Applicable taxes are extra. (to be specified in the resulting contract)

### **6.7.2 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; and
- c. The Work performed has been accepted by Canada.

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

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

- a. Direct Deposit (Domestic and International)

## **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 complete.

Each invoice must be supported by:

- a. A copy of the usage report to support the time claimed.

Invoices must be distributed as follows:

- a) The original invoice and one (1) copy must be forwarded to the address shown on page 1 of the contract for certification and payment; and
- 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 Ontario.

## 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) 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 \_\_\_\_\_

## **ANNEX "A" - STATEMENT OF WORK**

### **1.0 TITLE**

1.1 Ice Rink Rental in the City of Ottawa for Military Sports Program.

### **2.0 PURPOSE**

2.1 The purpose of this Statement of Work (SOW) is to describe the requirements and work effort required from the Contractor by the Canadian Forces Support Unit (Ottawa), Fitness and Sports Section for the supply of items and services to meet the requirements of the Ice Rink Rental in the City of Ottawa for Military Sports Program.

### **3.0 BACKGROUND**

3.1 The Canadian Forces Support Unit (Ottawa), Fitness and Sports Section, in support of the Department of National Defence (DND) Military Sports Program coordinates multiple fitness activities annually for its respective members, including five separate hockey leagues.

### **4.0 GENERAL REQUIREMENTS**

#### **4.1 SCOPE OF WORK**

4.1.1 The Contractor must supply a single sport facility that meets all the requirements identified within this SOW.

4.1.2 The Contractor must supply the following:

4.1.2.1 Two (2) co-located, 200 feet long by 85 feet wide, hockey rinks within the boundaries of the Ottawa River to the North, Bearbrook road to the East, Fallowfield / Leitrim road to the South, and Huntmar Dr. in Kanata to the West for an annual estimate of 600 hours during the period 30 September 2019 to 30 June 2020.

### **5.0 TASKS AND DELIVERABLES**

5.1 For the duration of the Contract, the Contractor is required to perform and provide the following, but not limited to:

5.1.1 The Contractor must block book (i.e. reserve) all the ice dates and ice times (three hour blocks) in advance, by league, as per their submission of Appendix 1 of the Statement of Work, for the two (2) hockey rinks.

5.1.2 The Contractor must provide, for each booking (i.e. actual date and time slot), a sufficiently large change room by gender with adjoining shower and lavatory facilities. The change room must be available for DND use a minimum of 30 minutes prior to each booking.

5.1.3 The Contractor must provide spectator seating for a minimum of 120 persons for one of the hockey rinks.

5.1.4 The Contractor must provide on-site parking, no more than 200 meters from the sports facility, for all DND participants. Individual participants must not be

charged for this cost.

- 5.1.5 The Contractor must provide a room at the facility in order to hold team meetings no more than six times per season. The room must have chairs and a table for up to 10 persons.
- 5.1.6 The Contractor must provide First-aid and AED equipment readily available within the facility.
- 5.1.7 The Contractor must provide written confirmation that all dates and times, as per their submission of Appendix 1 of the Statement of Work, are reserved exclusively for DND no more than 15 days prior to the first ice time.

## 5.2 **SUPPORT PROVIDED BY CANADA**

- 5.2.1 Canada will agree that participants are not permitted alcohol within the facility.
- 5.2.2 Canada will agree that the Department of National Defence self-insures the health and safety of each military member, and will provide proof of insurance if required.
- 5.2.3 Canada will agree that all participants must wait for the Zamboni doors to close before getting on the ice or placing pucks on the ice.
- 5.2.4 Canada will agree that all participants must wear a Canadian Standards Association (CSA) approved helmet before accessing the ice.

## 6.0 **CANCELLATION**

- 6.1 The Contractor may propose terms and conditions pertaining to cancellation of a scheduled event (i.e. a single event on a particular date and time), otherwise Canada agrees to give the Contractor ten (10) working days' notice, in writing, before the day of the event to cancel or request a modification to the schedule. The final terms and conditions of cancellation must be acceptable to Canada.

**Appendix 1 of the Statement of Work**

**DND Open Intersection Hockey**

<b>Facility/Ice Pad</b>	<b>Day</b>	<b>Start Date</b>	<b>Start Time End Time</b>	<b>Proposed Timings Must be 3 consecutive hours</b>
Arena B	Monday	30-Sep-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	1-Oct-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	2-Oct-19	Between 10:00am – 4:00pm	
Arena B	Thursday	3-Oct-19	Between 10:00am – 4:00pm	
Arena B	Monday	7-Oct-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	8-Oct-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	9-Oct-19	Between 10:00am – 4:00pm	
Arena B	Thursday	10-Oct-19	Between 10:00am – 4:00pm	
Arena B	Monday	14-Oct-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	15-Oct-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	16-Oct-19	Between 10:00am – 4:00pm	
Arena B	Thursday	17-Oct-19	Between 10:00am – 4:00pm	
Arena B	Monday	21-Oct-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	22-Oct-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	23-Oct-19	Between 10:00am – 4:00pm	
Arena B	Thursday	24-Oct-19	Between 10:00am – 4:00pm	
Arena B	Monday	28-Oct-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	29-Oct-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	30-Oct-19	Between 10:00am – 4:00pm	
Arena B	Thursday	31-Oct-19	Between 10:00am – 4:00pm	
Arena B	Monday	4-Nov-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	5-Nov-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	6-Nov-19	Between 10:00am – 4:00pm	
Arena B	Thursday	7-Nov-19	Between 10:00am – 4:00pm	
Arena B	Monday	11-Nov-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	12-Nov-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	13-Nov-19	Between 10:00am – 4:00pm	
Arena B	Thursday	14-Nov-19	Between 10:00am – 4:00pm	
Arena B	Monday	18-Nov-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	19-Nov-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	20-Nov-19	Between 10:00am – 4:00pm	
Arena B	Thursday	21-Nov-19	Between 10:00am – 4:00pm	
Arena B	Monday	25-Nov-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	26-Nov-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	27-Nov-19	Between 10:00am – 4:00pm	
Arena B	Thursday	28-Nov-19	Between 10:00am – 4:00pm	
Arena B	Monday	2-Dec-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	3-Dec-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	4-Dec-19	Between 10:00am – 4:00pm	
Arena B	Thursday	5-Dec-19	Between 10:00am – 4:00pm	
Arena B	Monday	9-Dec-19	Between 10:00am – 4:00pm	
Arena A	Tuesday	10-Dec-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	11-Dec-19	Between 10:00am – 4:00pm	
Arena B	Thursday	12-Dec-19	Between 10:00am – 4:00pm	
Arena B	Monday	13-Jan-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	14-Jan-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	15-Jan-20	Between 10:00am – 4:00pm	
Arena B	Thursday	16-Jan-20	Between 10:00am – 4:00pm	
Arena B	Monday	20-Jan-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	21-Jan-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	22-Jan-20	Between 10:00am – 4:00pm	
Arena B	Thursday	23-Jan-20	Between 10:00am – 4:00pm	
Arena B	Monday	27-Jan-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	28-Jan-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	29-Jan-20	Between 10:00am – 4:00pm	
Arena B	Thursday	30-Jan-20	Between 10:00am – 4:00pm	
Arena B	Monday	4-Feb-20	Between 10:00am – 4:00pm	

Arena A	Tuesday	5-Feb-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	6-Feb-20	Between 10:00am – 4:00pm	
Arena B	Thursday	7-Feb-20	Between 10:00am – 4:00pm	
Arena B	Monday	11-Feb-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	12-Feb-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	13-Feb-20	Between 10:00am – 4:00pm	
Arena B	Thursday	14-Feb-20	Between 10:00am – 4:00pm	
Arena B	Monday	17-Feb-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	18-Feb-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	19-Feb-20	Between 10:00am – 4:00pm	
Arena B	Thursday	20-Feb-20	Between 10:00am – 4:00pm	
Arena B	Monday	24-Feb-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	25-Feb-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	26-Feb-20	Between 10:00am – 4:00pm	
Arena B	Thursday	27-Feb-20	Between 10:00am – 4:00pm	
Arena B	Monday	2-Mar-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	3-Mar-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	4-Mar-20	Between 10:00am – 4:00pm	
Arena B	Thursday	5-Mar-20	Between 10:00am – 4:00pm	
Arena B	Monday	9-Mar-20	Between 10:00am – 4:00pm	
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Arena B	Thursday	26-Mar-20	Between 10:00am – 4:00pm	
Arena B	Monday	30-Mar-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	31-Mar-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	1-Apr-20	Between 10:00am – 4:00pm	
Arena B	Thursday	2-Apr-20	Between 10:00am – 4:00pm	
Arena B	Monday	6-Apr-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	7-Apr-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	8-Apr-20	Between 10:00am – 4:00pm	
Arena B	Thursday	9-Apr-20	Between 10:00am – 4:00pm	
Arena B	Monday	13-Apr-20	Between 10:00am – 4:00pm	
Arena A	Tuesday	14-Apr-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	15-Apr-20	Between 10:00am – 4:00pm	
Arena B	Thursday	16-Apr-20	Between 10:00am – 4:00pm	
			Total	300 Hours

**DND Old Timers Intersection Hockey**

<b>Facility/Ice Pad</b>	<b>Day</b>	<b>Start Date</b>	<b>Start Time End Time</b>	<b>Proposed Timings</b> Must be 3 consecutive hours
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Arena A	Tuesday	1-Oct-19	Between 10:00am – 4:00pm	
Arena B	Wednesday	2-Oct-19	Between 10:00am – 4:00pm	
Arena B	Thursday	3-Oct-19	Between 10:00am – 4:00pm	
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Arena B	Wednesday	18-Mar-20	Between 10:00am – 4:00pm	
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Arena A	Tuesday	14-Apr-20	Between 10:00am – 4:00pm	
Arena B	Wednesday	15-Apr-20	Between 10:00am – 4:00pm	
Arena B	Thursday	16-Apr-20	Between 10:00am – 4:00pm	
			Total	300 Hours

**ANNEX “B” - BASIS OF PAYMENT**

**Total Cost Proposal (Basis of Payment)**

A. Total cost of the proposal is the sum total for the initial period plus three option periods as shown in the table below.

<b>Category</b>	<b>Number of Hours (estimated) A</b>	<b>Firm Hourly Rate B</b>	<b>Total Cost A x B</b>
<b>Initial Contract Period: Contract Award to 30 June 2020</b>			
2019/2020 Season	600 Hours	\$	\$
<b>Extended Contract Period 1 (if option exercised): (01 July 2020 to 30 June 2021)</b>			
2020/2021 Season	600 Hours	\$	\$
<b>Extended Contract Period 2 (if option exercised): (01 July 2021 to 30 June 2022)</b>			
2021/2022 Season	600 Hours	\$	\$
<b>Extended Contract Period 3 (if option exercised): (01 July 2022 to 30 June 2023)</b>			
2022/2023 Season	600 Hours	\$	\$
<b>Evaluated Price, inclusive of all periods (Applicable taxes extra)</b>			\$
<b>Applicable taxes (13%)</b>			\$
<b>Total Cost</b>			\$



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

**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts the following Electronic Payment Instrument:

( ) Direct Deposit (Domestic and International)