



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

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**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

Title - Sujet Coast Guard Meals & Accommodation	
Solicitation No. - N° de l'invitation F2596-190019/A	Date 2019-11-12
Client Reference No. - N° de référence du client F2596-19-0019	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-900-7944	
File No. - N° de dossier KIN-9-52105 (900)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-02	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Emmons, Chris	Buyer Id - Id de l'acheteur kin900
Telephone No. - N° de téléphone (613) 545-8083 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS Canadian Coast Guard Great Lakes Fleet 520 Exmouth St SARNIA Ontario N7T8B1 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 / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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 Statement of Work 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 Canadian Content

The requirement is limited to Canadian services.

1.5 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

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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

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:

Public Works and Government Services
Kingston Procurement
86 Clarence St 2nd Floor
Kingston Ontario
K7L 1X3

TPSGC.ordreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca
(*email address for epost Connect service*)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (613) 545-8067

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? YES () NO ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES () NO ()

If so, the Offeror 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 7 (seven) 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 _____ (*insert the name of the province or territory*).

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. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

Section I: Financial Bid
Section II: 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: Financial Bid (1 hard copy)
Section II: Certifications (1 hard 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: 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 II: 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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a) The Bidder must provide all pricing in accordance with Annex B.
- b) Pricing must be firm in Canadian currency
- c) The Bidder's unit prices will be multiplied by the quantity to calculate the extended pricing. The sum of the extended pricing will be the Bidder's Evaluated Price.

4.2 Basis of Selection

4.2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory financial 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 property 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition

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>) 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.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award to 31 March 2020.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chris Emmons
Title: Supply Specialist

Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions Kingston
86 Clarence Street, 2nd Floor
Kingston, Ontario K7L 1X3

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KIN900
CCC No./N° CCC - FMS No./N° VME

Telephone: 613-545-8083
Facsimile: 613-545-8067

E-mail address: chris.emmons@pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority 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: _____
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: Cost reimbursable – Limitation of expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex "B", to a limitation of expenditure of \$_____ (Canada will insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (Canada will insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of payment – Single Payment

SACC Manual Clause [H1000C](#) (2008-05-12), Single Payment

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

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

Invoices must be distributed as follows:

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

Great Lakes Fleet
Canadian Coast Guard
520 Exmouth Street
Sarnia, Ontario
N7T 8B1

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

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KIN-9-52015

Buyer ID - Id de l'acheteur
KIN900
CCC No./N° CCC - FMS No./N° VME

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

- (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 _____.

6.12 SACC Manual Clauses - Insurance - No Specific Requirement

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

1.0 INTRODUCTION

Department of Fisheries and Oceans (DFO) - Canadian Coast Guard (CCG) is holding a conference for CCG Central and Arctic Region, Fleet small vessel officers during the period of 17 - 21 February 2020. Training sessions will take place from 8:30am to 4:30pm except on the first day on Monday when they start at 1:00pm and on the Friday when they end at noon.

2.0 OBJECTIVE

DFO requires a Contractor to provide a conference facility that includes accommodation, meals, meeting rooms and parking for 30 spots in one location in support of this requirement.

3.0 LOCATION

The conference facility **must** be located within the city of London, Ontario.

4.0 REQUIREMENTS:

4.1 Accommodation

The conference facility must provide **on-site** overnight accommodations (4 nights) for a minimum of 65 to a maximum of 90 participants. All rooms must be in the same location as the conference facilities.

The arrival is scheduled for Monday, February 17, 2020 and the departure is scheduled for Friday February 21, 2020. There may be a few participants arriving late Sunday February 16, 2020 or departing on Saturday February 22, 2020 who will need to be accommodated at the facility though will not form part of this Contract. The majority of participants (approximately 60) will be checking in on the morning of Monday February 17, 2020. There will be a few participants who are not staying for the entire five (5) days of training. Approximately one or two participants will only be at the facility for the day sessions and a few who will only be staying one night and half of the day. The bulk of participants are staying for the full duration.

The room requirements are as follows:

- a) Equipped with double, queen or king beds;
- b) High speed internet access;
- c) Work area;
- d) Private bathroom with hair dryer;
- e) Telephone with voice mail;
- f) Iron and ironing board;
- g) Coffee maker; and
- h) Television

4.2 Amenities

A fitness centre and lounge / seating areas for after session use are available within the facility.

4.3 Conference Facilities

The conference facility must be equipped with Business Centre services including access to computers, fax, photocopying and printing services in-house.

The conference facility must also provide the following rooms and equipment:

A) One room to accommodate 60 participants. This meeting room is required for the following dates and times:

Monday February 17, 2020	1:00pm – 4:30pm
Tuesday February 18, 2020	8:30am – 4:30pm
Wednesday February 19, 2020	8:30am – 4:30pm
Thursday February 20, 2020	8:30am – 4:30pm
Friday February 21, 2020	8:30am – 12:00pm

In addition, the room must have:

- LCD projector;
- Projection screen;
- Access to high speed internet;
- Podium;
- 2 Microphones at a minimum (one for facilitator, one for participants);
- Teleconference equipment
- Speakers; and
- Sound system

B) Two (2) rooms to accommodate 25 participants per room. This meeting room is required for the following dates and times:

Monday February 17, 2020	1:00pm – 4:30pm
Tuesday February 18, 2020	8:30am – 4:30pm
Wednesday February 19, 2020	8:30am – 4:30pm
Thursday February 20, 2020	8:30am – 4:30pm
Friday February 21, 2020	8:30am – 12:00pm

In addition, the room must have:

- LCD projector;
- Projection screen;
- Access to high speed internet;
- Podium;
- 2 Microphones at a minimum (one for facilitator, one for participants);
- Teleconference equipment
- Speakers; and
- Sound system

C) Two (2) Meeting rooms to accommodate up to 50 participants **per room** for the following dates and times:

Tuesday February 18, 2020	8:30am – 4:30pm
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Wednesday February 19, 2020	8:30am – 4:30pm
Thursday February 20, 2020	8:30am – 4:30pm

In addition, the room must have:

- LCD projector;
- Projection screen;
- Access to high speed internet;
- Podium;
- Teleconference equipment

D) One (1) small meeting room to accommodate up to 10 participants for the following dates and times:

Tuesday February 18, 2020	8:30am – 4:30pm
Wednesday February 19, 2020	8:30am – 4:30pm
Thursday February 20, 2020	8:30am – 4:30pm

The meeting rooms described above in Parts A), B), C) and D) must also have the following:

- Chairs and desks for participants to write on;
- An overhead screen and projector for PowerPoint and other presentations;
- Have 2 flip chart stands **per room**;
- Have power outlets and internet connections for approximately 4 laptops **per room**;
- Have teleconference equipment in each of the meeting rooms, including a telephone with a speaker phone feature;
- Have technical resources available to assist with the use of the projectors and microphones, internet connections and microphone usage in case of technical problems anytime during the sessions;
- Drinking water and glasses either in the room or just outside the rooms;
- Meeting rooms should be adjacent to each other or in close proximity to each other (ie. less than 500 metres apart); and
- Meeting rooms should have washrooms nearby

4.4 Parking

Approximately 30 - 35 parking spaces are required.

4.5 Meals

The conference facility must provide on-site meals (breakfast, lunches, dinners and refreshments). Breakfasts, lunches and dinners must be served in a shared dining room. Participants are expected to have all of their meals at the facility together to avoid or minimize late arrivals at the sessions.

Meals may be served buffet style except during the Gala Night where a sit down dinner arrangement is preferred. Hot meal options and non-alcoholic beverages are to be available for breakfast, lunch and dinner. Soup, salad and dessert to be available at lunch and dinner.

Refreshments to include baked goods such as cookies and muffins as well as water, coffee, tea and a variety of fruit

Upon contract award, the Contractor must contact the Project Authority and develop menus which must be to the satisfaction of the Project Authority.

Although lunch is not part of the Contract on Monday February 17, 2020 or Friday February 21, 2020, the Contractor must ensure an on-site restaurant is available to meet potential demand.

The meal schedule is as follows:

Date	Meal Service Type and Schedule	Estimated number of people
Monday February 17, 2020	Afternoon Refreshments (time TBD)	65 - 90
	Dinner 5:30-7:00pm	65 - 90
Tuesday February 18, 2020	Breakfast 7:00-8:15am	65 - 90
	Morning Refreshments 10:00-10:15am	65 - 90
	Lunch 12:00-1:00pm	65 - 90
	Afternoon Refreshments (time TBD)	65 - 90
	Dinner 5:30-7:00pm	65 - 90
Wednesday February 19, 2020	Breakfast 7:00-8:15am	65 - 90
	Morning Refreshments 10:00-10:15am	65 - 90
	Lunch 12:00-1:00pm	65 - 90
	Afternoon Refreshments (time TBD)	65 - 90
	Dinner 5:30-7:00pm	65 - 90
Thursday February 20, 2020	Breakfast 7:00-8:15am	65 - 90
	Morning Refreshments 10:00-10:15am	65 - 90
	Lunch 12:00-1:00pm	65 - 90
	Afternoon Refreshments (time TBD)	65 - 90
	Dinner 5:30-7:00pm	65 - 90
Friday February 21, 2020	Breakfast 7:00-8:15am	65 - 90
	Morning Refreshments 10:00-10:15am	65 - 90

In addition, during one of the dinners above, (tentatively on the Wednesday night February 19, 2020 but exact date yet to be determined), there will be a Gala Night. This will include a ceremony held during dinner attended by approximately 60 but may reach 80 people. An elegant semi-formal dining table setting, a podium and a microphone are required. A cash bar may be offered by the facility but all beverages not included in the meal package will be charged separately and directly to individual guests and not form part of the contract.

5.0 BOOKING

The Project Authority will provide a rooming list approximately three (3) weeks prior to the event. The Project Authority will work with the Contractor to provide information regarding the number and list of guests, day of arrival and departure and other requirements. Guests will not be booking their rooms directly with the facility.

6.0 PAYMENT

Individuals are responsible for the cost of their room, meals and incidentals. Individuals will receive an invoice for their room, meals and incidentals (the total cost of their stay); however a copy of all invoices must be provided to the Project Authority who will review the invoices for each participant to ensure proper billing.

All individual guest charges outside of the above arranged and agreed upon items are to be charged directly to the individual guests and indicated as separate items on the guest's invoice.

7.0 DELIVERABLES

Deliverable	Date
4 Nights of overnight accommodation for up to Minimum 65 up to a maximum of 90 participants in a standard room from	17 to 21 February 2020
Breakfast (Hot & Cold options) with beverage served in dining room – buffet style Minimum 65 up to a maximum of 90 participants	18 to 21 February 2020
Lunch (Hot & Cold options) with soup, salad, dessert and beverage served in dining room – buffet style Minimum 65 up to a maximum of 90 participants	18-20 February 2020
3 nights of Dinner (Hot options) with soup, salad, dessert and beverage served in dining room – buffet style Minimum 65 up to a maximum of 90 participants	TBD
1 night Gala Dinner (Hot options) with soup, salad, dessert and beverage served in dining room – semi-formal style Minimum 65 up to a maximum of 90 participants	TBD
4 Mornings - Refreshments to include baked goods such as cookies and muffins as well as water, coffee, tea and a variety of fruit. Minimum 65 up to a maximum of 90 participants	18-21 February 2020
4 Afternoons Refreshments to include baked goods such as cookies and muffins as well as water, coffee, tea and a variety of fruit. Minimum 65 up to a maximum of 90 participants	17-20 February 2020

ANNEX “B” BASIS OF PAYMENT

Contractor is to submit a firm, all-inclusive price, to include all additional hotel taxes in Canadian Funds for Meals and Accomodation as per **ANNEX “A” Statement of Work, 7.0 DELIVERABLES** from 17 February 2020 to 21 February 2020.

H.S.T., if applicable, is extra to the price herein and shall be shown on any invoice as a separate item.

ACCOMODATIONS – London Ontario

Item	Description	Participants (estimated) (a)	Nights Required (b)	Firm Unit Price Per Person Per Night (c)	Extended Price (a x b x c)
1	Accomodations Monday February 17, 2020 to Thursday February 20, 2020	90	4	\$ _____	\$ _____

MEALS

Item	Description	Participants (estimated) (a)	Meals Required (b)	Firm Unit Price Per Person Per Meal (c)	Extended Price (a x b x c)
1	Breakfast (Hot & Cold options) with beverage served in dining room – buffet style	90	4	\$ _____	\$ _____
2	Lunch (Hot & Cold options) with soup, salad, dessert and beverage served in dining room – buffet style	90	3	\$ _____	\$ _____
3	Dinner (Hot options) with soup, salad, dessert and beverage served in dining room – buffet style	90	3	\$ _____	\$ _____
4	1 night Gala Dinner (Hot options) with soup, salad, dessert and beverage served in dining room – semi-formal style	90	1	\$ _____	\$ _____

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KIN-9-52015

Buyer ID - Id de l'acheteur
KIN900
CCC No./N° CCC - FMS No./N° VME

5	Mornings Refreshments	90	4	\$ _____	\$ _____
6	Afternoon Refreshments	90	4	\$ _____	\$ _____

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ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)