



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building

101 - 22nd Street East, Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception  
des soumissions Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

<b>Title - Sujet</b> Hotel Accommodation	
<b>Solicitation No. - N° de l'invitation</b> W2604-20DZ19/A	<b>Date</b> 2019-12-10
<b>Client Reference No. - N° de référence du client</b> W2604-20DZ19	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-206-5233	
<b>File No. - N° de dossier</b> STN-9-42076 (206)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-20</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Truong, Daisy	<b>Buyer Id - Id de l'acheteur</b> stn206
<b>Telephone No. - N° de téléphone</b> (306) 975-4821 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE COMOX VALLEY COMOX British Columbia V9M1Y2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Statement of Work

The 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 Canadian Content

The requirement is subject to a preference for Canadian Goods.

### 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

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.

### 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:

Bid Receiving – Public Works and Government Services Canada (PWGSC)  
Government of Canada Building  
101 22<sup>nd</sup> Street East – Suite 110  
Saskatoon, Saskatchewan S7K 0E1

**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: 306-975-5397

## 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.
- e)

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

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

### **Former Public Servant in Receipt of a Pension**

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

### 2.4 Enquiries - Bid Solicitation

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

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

### 2.5 Applicable Laws

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

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 (1 hard copies)  
Section II: Financial Bid (1 hard copies)  
Section III: Certifications (1 hard copies)

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 “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” 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

SACC Manual clause [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.
- (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 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- (a) Bidder must meet all of the mandatory criteria as per Annex “C”, Mandatory Technical Criteria and be able to perform the full scope of the work described in the Annex “A”, Statement of Work

#### 4.1.2 Financial Evaluation

SACC Manual clause [A0222T](#) (2014-06-26) Canadian / Foreign Bidders

The evaluated price will be calculated by adding up each line item as quoted in Annex B and summing the values, as follows:

Item #1 (D) + Item #2 (D) + Item #3 (D) = Evaluated Price

## 4.2 Basis of Selection

### 4.2.1 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.

#### 5.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

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

### 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.

## 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.

### 6.4 Period of the Contract

The period of the contract is from May 6, 2020 to May 29, 2020.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name	Daisy Truong
Title	Procurement Officer
Public Works and Government Services Canada	
Acquisitions Branch	
Address	101-22 <sup>nd</sup> Street East Saskatoon, Saskatchewan S7K 0E1
Telephone	306-241-3376
Facsimile	306-975-5397
Email Address	Daisy.Truong@pwgsc-tpsgc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: **To be Determined**

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 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in contract for a cost of \$ \_\_\_\_\_ *insert the amount at contract award*). 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

#### **6.6.2 Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

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

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

TBD

#### **6.7 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.

#### **6.8 Certifications and Additional Information**

##### **6.8.1 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.

#### **6.9 Applicable Laws**

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

#### **6.10 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 \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W2604-20DZ19/A  
Client Ref. No. - N° de réf. du client  
W2604-20DZ19/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42076

Buyer ID - Id de l'acheteur  
STN206  
CCC No./N° CCC - FMS No./N° VME

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## 6.11 SACC Manual Clauses

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

SACC Manual clause [C2000C](#) (2007-11-30) Taxes – Foreign –based Contractor

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

### **431 Air Demonstrations (AD) Squadron (Sqn) Spring Deployment 2020 – Comox Deployment Hotel Requirement**

#### **Section 1.0 – SCOPE**

##### **1.1 Purpose:**

The Department of National Defence (DND) / Canadian Air Forces (CAF) requires a contractor to provide hotel accommodations in support of 431 Air Demonstration (AD) Squadron (Sqn) of 15 Wing, Moose Jaw, Saskatchewan, Canada. 431 (AD) Sqn will be conducting their 2020 Spring deployment to Comox Valley from 6 May - 29 May 2020 to conduct training for their upcoming show season.

##### **1.2 Objective:**

The objective of this statement of work (SOW) is to obtain hotel accommodations in support of 431 (AD) Sqn's Spring training from 6 May – 29 May 2020.

#### **Section 2.0 – REQUIREMENTS**

##### **2.1 Tasks:**

The contractor must provide single occupancy lodging accommodations in Comox, Valley, British Columbia, for 431 (AD) Sqn. The performance standard and requirements for these services include the following responsibilities.

- 2.1.1 The Contractor is required to deliver the following services in support of the CAF's training in Comox Valley, as follows;
  - a. Hotel accommodation services for thirty-three (33) people as indicated in the matrix at section 2.3
- 2.1.2 To provide rooms that shall be constructed and finished to provide good light and sound attenuation. Rooms must meet local hotel health standards for hygiene and sanitation. The Lodging Facility location shall not be located close to major highways to reduce the possibility for traffic noise.
- 2.1.3 To provide hotel rooms at a minimum three (3) star rating or higher; and
- 2.1.4 To provide hotel rooms that must be within 15 Kilometers of 19 Wing Comox located at PO BOX 1000 Station Main, Lazo, British Columbia, V0R 2K0

##### **2.2 General Technical Requirements:**

- 2.2.1 The contractor must be able to provide hotel rooms for 33 personnel in accordance with the following requirement for accommodations. Hotel rooms will be completely equipped with:
  - 2.2.2 one (1) double bed or larger. A sofa bed or cot will not be acceptable;
  - 2.2.3 standard furniture (lamp, desk, office chair, airchair or sofa, and chest of drawers);

- 2.2.4 standard room amenities (TV including basic cable & remotes, telephone, alarm clock/radio) must all be in working conditions
- 2.2.5 rooms must be equipped with a refrigerator and coffee machine with daily coffee and tea replenishment, at no extra cost to CFA.
- 2.2.6 All windows must be provided with blackout lining, shades, or blinds. If drapes are provided, they must screen out the light;
- 2.2.7 Rooms shall have adequate heating and cooling (AC) capabilities. Heating and cooling systems shall be in good working order, so as to provide undisturbed sleep. Temperature shall be controllable and the equipment shall not be noisy when operating;
- 2.2.8 Hotel bathrooms must contain a shower and/or tub combination with a wash basin, a properly functioning toilet, and a mirror. Additionally, bathrooms shall have adequate lighting and at least 2 grounded electrical outlets for use of electrical razors, hair dryers etc. The shower or shower/tub combination shall have shower doors or curtains;
- 2.2.9 General room cleaning service must be performed on a daily basis;
- 2.2.10 At least one (1) single use drinking glass in the room must be provided each day.
- 2.2.11 Fresh towel service, shampoo and soaps sufficient for the personnel in each room must be provided on a daily basis;
- 2.2.12 Bedding exchange must occur on a weekly basis, unless occupant requests bi-weekly;
- 2.2.13 In-room telephone capable of making unlimited local calls;
- 2.2.14 Rooms must be non-smoking; and
- 2.2.15 Free internet Wi-Fi access

**2.3 Reservation Schedule:**

The contractor must be able to provide hotel rooms for the 33 personnel in accordance with the following reservation schedule:

Number of Rooms	Occupancy Type	Check-in Date	Check-out Date	Number of nights
29	Single	6 May 2020	29 May 2020	23
2	Single	10 May 2020	17 May 2020	8
2	Single	17 May 2020	29 May 2020	12

- 2.3.1 The client shall be able to make minor changes (due to travel dates) to room bookings within the overall above schedule. All parties will have to be in agreement to any minor changes required

**2.4 Facility Amenities:**

The contractor must be able to provide the following facility amenities:

- 2.4.1 Onsite business centre;
- 2.4.2 Fitness room with free weights and cardio equipment
- 2.4.3 Self-service laundry (washer and dryer) at the occupants own expense to be located within the

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same facility.

2.4.4 Parking must be included on site for up to eight (8) vehicles (lighted parking lot).

### **Section 3.0 - CONSTRAINTS**

- 3.1 The Contractor must ensure that CAF personnel are not relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue;
- 3.2 Accommodations cannot have ongoing construction taking place within or on grounds for the duration of the requirement;
- 3.3 Contractor must provide access to all amenities for the duration of the contract dates;
- 3.4 Additional room charges including personal phone charges, room service, movie rentals/pay per view and all amenities must be segregated from the basic room rate and will be charged to the individual(s);

#### **3.5 Contractor Responsibilities**

- 3.5.1 The contractor must establish a point of contact (POC) to provide customer service on a twenty-four (24) hour basis, seven (7) days per week;
- 3.5.2 Any damage to rooms will be reported to the identified POC for investigation. All charges for damages will not form part of this contract and will be settled outside of this contract; and
- 3.5.3 No further cost against the CAF other than those established will form part of this contract;

#### **3.6 CAF Responsibilities**

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

### **Section 4.0 – DELIVERABLES**

- 4.1 The Contractor must provide the services detailed in this Statement of Work.
- 4.2 Billing - The contractor shall allow for billing for payment, after services received, through a Master billing net/30 account. Invoice shall be submitted by the contractor for room costs only to 431 (AD) Squadron. Any and all of the incidental room charges are to be paid by the occupants of the rooms at time of check out.

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STN206  
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## ANNEX B - BASIS OF PAYMENT

Rates quoted must remain firm for the period of the Contract. Rates MUST include the cost of ALL services stipulated in Annex "A" – Statement of Work.

Firm prices must be in Canadian Dollars, applicable taxes excluded including all fees, as applicable. Applicable taxes and fees will be shown as a separate line item on any resulting invoices.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the Basis of Payment.

Item Number	Check – In 2020	Check – Out 2020	Number of Nights (A)	Number of Rooms (B)	Firm Daily Rate (C)	Extended Price (D)
Single Occupancy Type						
1	6 May	29 May	23	29		
2	10 May	17 May	8	2		
3	17 May	29 May	12	2		
Total Evaluated Price						



## ANNEX C - MANDATORY TECHNICAL CRITERIA

To be considered responsive, a bid must demonstrate compliance with all of the mandatory criteria. Bidders must demonstrate their ability to meet those criteria. Failure to meet each mandatory technical criteria will render the Bidder's proposal non-responsive and will be given no further consideration in the evaluation process.

Bidder's Cross Reference and/or Response (SIR – Supplemental Information Reference)

What's Expected in Bidder's Proposal for all Mandatory Criteria:

A written narrative, resumes, and/or technical information must be submitted with the Bidder's proposal at solicitation close to clearly demonstrate Bidder's compliance with the criteria detailed within this solicitation.

Bidders are requested to submit certifications, declarations and/or proof documents that substantiate information as part of their bid. If these documents are not provided at bid closing, the Contracting Authority will notify the Bidder that they have 2 business days to provide the requested documents. Failure to do so, and the Bidder will be deemed non-responsive and given no further consideration.

Criteria	Description	Bidder's Cross Reference And/Or Response
M1	Bidders must provide a copy of housekeeping list to indicate how the room is cleaned, what is cleaned and in what order.	
M2	Must provide proof that accommodation holds a minimum rating of three (3) stars or higher	
M3	Must demonstrate that accommodation is located within 15 kilometers of 19 Wing Comox in Lazo, British Columbia	
M4	<b>POINT OF CONTACT:</b> Bidder must identify a local staff member that will be the Primary Point of Contact (POC) for all matters relating to hotel services. The POC must be available on a 2400hr basis.	Primary Point of Contact:

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## **ANNEX D - 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)