



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

**Office of the Secretary to the Governor General  
Bureau du secrétaire du gouverneur général**

OSGGContracts@gg.ca  
Attn: Stephanie Patry

**REQUEST FOR STANDING OFFER  
DEMANDE DE PROPOSITION**

**Proposal To: Office of the Secretary to the Governor General**

We hereby offer to sell to 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 thereof.

**Proposition aux: Bureau du secrétaire du gouverneur général**

Nous offrons par la présente de vendre au 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-annexées, au(x) prix indiqué(s).

**Instructions : See Herein  
Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**

Office of the Secretary to the Governor General  
Bureau du secrétaire du gouverneur général  
Materiel Management | Gestion du matériel  
1, promenade Sussex Drive  
Ottawa, Ontario K1A 0A1

<b>Title – Sujet</b>	
<b>Hotel Accommodation Services</b>	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
OSGG-BSGG-19-0333	January 29, 2020
<b>Solicitation Closes – L'invitation prend fin at – à</b>	<b>Time Zone Fuseau horaire</b>
2:00 PM on – March 9, 2020	Eastern Standard Time (EST)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à :	
OSGGContracts@gg.ca	
Telephone No. – N° de téléphone :	
613-971-2394	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 Introduction .....	4
1.2 Summary.....	4
1.3 Office of the Procurement Ombudsman (OPO) .....	5
1.4 Debriefings .....	5
1.5 Anticipated Migration to an e-Procurement Solution (EPS) .....	5
<b>PART 2 - OFFEROR INSTRUCTIONS.....</b>	<b>6</b>
2.1 Standard Instructions, Clauses and Conditions .....	6
2.2 Submission of Offers.....	6
2.3 Enquiries – Request for Standing Offer .....	6
2.4 Applicable Laws .....	6
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS .....</b>	<b>7</b>
3.1 Offer Preparation Instructions .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 Evaluation Procedures.....	8
4.2 Mandatory Technical Criteria .....	8
4.3 Point Rated Technical Criteria.....	9
4.5 MT2 Checklist .....	11
4.6 Financial Evaluation .....	12
4.7 Basis of Selection .....	12
<b>PART 5 – CERTIFICATIONS .....</b>	<b>13</b>
5.1 Certifications Required with the Offer.....	13
5.2 Integrity Provisions – Declaration of Convicted Offenses .....	13
5.3 Former Public Servants.....	13
<b>PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>15</b>
<b>A. STANDING OFFER .....</b>	<b>15</b>
6.1 Offer .....	15
6.2 Security Requirement .....	15
6.3 Standard Clauses and Conditions .....	15
6.4 Term of Standing Offer .....	15
6.5 Authorities .....	15
6.6 Proactive Disclosure of Contracts with Former Public Servants .....	16
6.7 Identified Users .....	16
6.8 Call-Up Procedures .....	16
6.9 Call-Up Instrument .....	17
6.10 Limitation of Call-Ups .....	17
6.11 Priority of Documents .....	17



6.12	Certifications .....	17
6.13	Applicable Laws .....	18
6.14	Transition to an e-Procurement System (EPS) .....	18
<b>B.</b>	<b>RESULTING CONTRACT CLAUSES .....</b>	<b>18</b>
6.1	Statement of Work .....	18
6.2	Standard Clauses and Conditions .....	18
6.3	Term of Contract .....	18
6.4	Proactive Disclosure of Contracts with Former Public Servants .....	19
6.5	Payment .....	19
6.6	Invoicing Instructions .....	19
6.7	Insurance .....	19
6.8	Dispute Resolution .....	20
6.9	Contract Administration .....	20
<b>ANNEX A</b>	<b>.....</b>	<b>21</b>
	Statement of Work .....	21
<b>ANNEX B</b>	<b>.....</b>	<b>25</b>
	Basis of Payment .....	25
<b>ANNEX C</b>	<b>.....</b>	<b>29</b>
	Bid Submission Form .....	29
<b>APPENDIX A</b>	<b>.....</b>	<b>30</b>
	4 km Radius Map .....	30



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided; and

Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- Annex A, Statement of Work
- Annex B, Basis of Payment
- Annex C, Bid Submission Form
- Appendix A, 4 KM Radium Map

### **1.2 Summary**

- 1.2.1. The Office of the Secretary to the Governor General (OSGG) is seeking to establish multiple Standing Offers for Hotel Accommodations in the National Capital Region (NCR) of Canada, on an “as and when requested” basis as defined at Annex A, Statement of Work.
- 1.2.2 The period for making Call-ups against the Standing Offer will be from Effective Date of the Standing Offer to March 31, 2021.
- 1.2.3 The Offeror grants to Canada the irrevocable option to extend the term of the Standing Offer by four (4) additional periods of one (1) year.
- 1.2.4 The Standing Offers will be ranked on a cost per point basis of selection as detailed in Part 4 of the Request for Standing Offer (RFSO).



1.2.5 There is no security provisions associated with the requirement.

1.2.6 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Canadian Free Trade Agreement (CFTA).

### **1.3 Office of the Procurement Ombudsman (OPO)**

1.3.1 The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the CPO by contacting them by telephone at 1-866-734-5169 or by email at [opo-boa@opa-boa.gc.ca](mailto:opo-boa@opa-boa.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### **1.4 Debriefings**

1.4.1 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.

### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

1.5.1 Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

1.5.2 The Government of Canada's [press release](#) provides additional information.



## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2.2 Submission of Offers

Offers must be submitted only to the Office of the Secretary to the Governor General (OSGG) by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to the OSGG will not be accepted.

### 2.3 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority **no later than fourteen (14) calendar days before the Request for Standing Offers (RFSO) closing date**. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### 2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

3.1.1 Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one (1) electronic copy)

Section II: Financial Offer (one (1) electronic copy)

Section III: Certifications (one (1) electronic copy)

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

3.1.3 Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- a) Page layout 8.5 x 11 inch (216 mm x 279 mm);
- b) use a numbering system that corresponds to that of the Request for Standing Offer; and
- c) page numbering must be used on the bottom right of each page of the proposal.

#### **Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5 and complete Annex C, Bid Certification Form.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

### 4.2 Technical Evaluation

- 4.2.1 All offers must be completed in full and provide all of the information requested in the solicitation to enable full and complete evaluation.

### 4.3 Mandatory Technical Criteria

- 4.3.1 The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.
- 4.3.2 Mandatory requirements are evaluated on a simple pass or fail basis. Failure by an Offeror to meet any one of the mandatory requirements will render the Offeror's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

Number	Mandatory Technical Criterion	MET	NOT MET
<b>MT1</b>	<p>Venue property must be located within a 4 km radius (see Appendix A) from Rideau Hall, 1 Sussex Drive, Ottawa, Ontario K1A 0A1</p> <p>The Offeror must provide the venue property name, address, and radius distance of venue from Rideau Hall.</p> <p>The proposed venue name:</p> <p>Address:</p> <p>Radius distance from Rideau Hall: _____ km</p> <p>The OSGG will validate the distance using an online map.</p>		
<b>MT2</b>	<p>The Offeror must demonstrate compliance to Sections 3.3.2 and 3.3.3 of Annex A, Statement of Work:</p> <p>The Offeror is to use the attached MT2 checklist provided</p> <p>Offeror must provide substantiation to demonstrate that the venue meets all requirements.</p>		
<b>MT3</b>	<p>The Offeror must demonstrate their experience dealing with high profile individuals, individuals with mobility issues and other special requirements.</p>		
<b>MT4</b>	<p>The Offeror must demonstrate that the Venue has a minimum of</p>		





	200 guest rooms.  Offeror must provide substantiation to demonstrate that the venue meets the requirements.		
<b>MT5</b>	The Offeror must provide confirmation in a written statement that they have read and understood the contents of <i>Annex A: Statement of Work</i> .		

#### 4.4 Point Rated Technical Criteria

4.4.1 Each technical bid that meets all the mandatory requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

Number	Point Rated Technical Criterion	Weighting (Points)	Cross Reference to Proposal
<b>RT 1</b>	Distance between Rideau Hall and the venue  The Offeror should indicate the radius distance between the venue and Rideau Hall, 1 Sussex Drive, Ottawa, Ontario.  i. Venue is located at or less than 2 km radius = 20 points ii. Venue is located at or less than 3 km radius = 15 points iii. Venue is located at or less than 4 km radius = 10 points	<b>Maximum 20 points</b>	
<b>RT2</b>	The Offeror is to indicate the various educational, social & cultural activities within the venue's proximity (within 1 km).  i. Restaurants maximum 3 points a. 1 restaurant = 1 point b. 2-4 restaurants = 2 points c. 5+ restaurants = 3 points ii. Gallery and/or museums= 1 point iii. Shopping centres= 1 point iv. Bike paths, parks and walking trails= 1 point	<b>Maximum 6 points</b>	
<b>RT3</b>	The Offeror should provide substantiation to demonstrate the satisfactory hotel stay experience, such as copies of letters of recommendation from various types of individuals or organizations.  i. Organizations with large reservations 50+ rooms = 8 points ii. CEOs = 4 points iii. Celebrities = 4 points iv. Domestic government dignitaries = 4 points	<b>Maximum 20 points</b>	



Number	Point Rated Technical Criterion	Weighting (Points)	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>v. International government dignitaries = 4 points</li> <li>vi. Rank and file military members = 4 points</li> <li>vii. General public = 4 points</li> <li>viii. Inexperienced travellers = 4 points</li> <li>ix. Families = 4 points</li> <li>x. Travellers with mobility restrictions = 4 points</li> </ul>		
<b>RT4</b>	<p>The Offeror should demonstrate the venue's various arrival entrance/exit points with sufficient space to accommodate motor coach arrivals and departures:</p> <ul style="list-style-type: none"> <li>i. Curbside = 1 point</li> <li>ii. Motorcoach layby = 3 points</li> <li>iii. Entrance way = 5 points</li> </ul>	<b>Maximum 5 points</b>	
<b>RT5</b>	<p>The Offeror should demonstrate how the venue is accessible for persons with disabilities:</p> <ul style="list-style-type: none"> <li>i. Wheelchair accessible elevator = 2 points</li> <li>ii. Wheelchair accessible washroom in proximity to the lobby = 2 points</li> </ul>	<b>Maximum 4 points</b>	
<b>RT6</b>	<p>The Offeror should demonstrate the venue's capability in offering rooms with two (2) beds.</p> <ul style="list-style-type: none"> <li>i. Less than 100 rooms = 1 point</li> <li>ii. 101 - 150 rooms = 5 points</li> <li>iii. 151 - 200 rooms = 10 points</li> </ul>	<b>Maximum 10 points</b>	
<b>RT7</b>	<p>The Offeror should indicate the bed size in rooms with 2 beds.</p> <ul style="list-style-type: none"> <li>i. Two (2) Double Beds = 5 points</li> <li>ii. Two (2) Queen Beds = 10 points</li> </ul>	<b>Maximum 10 points</b>	
<b>RT8</b>	<p>The Offeror should indicate at <i>Annex B: Basis of Payment</i> how many days prior to the scheduled event date will cancellations be accepted before a cancellation fee is applied.</p> <ul style="list-style-type: none"> <li>i. 10 to 8 days = 3 points</li> <li>ii. 7 to 5 days = 5 points</li> <li>iii. Less than 5 days = 10 points</li> </ul>	<b>Maximum 10 points</b>	
<b>Total Points: 85 points</b>			



## 4.5 MT2 – Checklist

**4.5.1 A venue visit will be performed by OSGG representatives with offerors who meet all technical criteria. Each qualified offeror will be given 3 to 5 business days following notice from the OSGG that Offer was declared responsive to organize a venue visit. The purpose of the venue visit is to validate the offeror's answers.**

Item No.	Description	Yes	No
<b>1.</b>	<b>The Facility</b>		
i.	Large reception area to handle approximately 100 people	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Various arrival entrance/exit points with sufficient space to accommodate motor coach arrivals and departures (up to 55 passengers)	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Accept all major credit cards	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Smoke free environment	<input type="checkbox"/>	<input type="checkbox"/>
v.	Accessibility for persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Secure luggage holding area for arrivals and departures	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Able to distribute information (i.e. briefing notes/invitations to the recipient room) at no additional cost.	<input type="checkbox"/>	<input type="checkbox"/>
viii.	Superior level of cleanliness throughout facilities and rooms	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b>	<b>Rooms</b>		
i.	One (1) king or queen or two (2) double or queen beds,	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Minimum of two (2) wheelchair accessible rooms	<input type="checkbox"/>	<input type="checkbox"/>
iii.	In-room safes	<input type="checkbox"/>	<input type="checkbox"/>
iv.	In-room hair dryers	<input type="checkbox"/>	<input type="checkbox"/>
v.	Alarm clocks/wake up calls	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Irons and ironing boards	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Free wireless high speed internet access	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b>	<b>Amenities</b>		
i.	Restaurant on-site	<input type="checkbox"/>	<input type="checkbox"/>
ii.	24 hours front desk services	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Daily housekeeping	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Laundry and dry-cleaning services	<input type="checkbox"/>	<input type="checkbox"/>
v.	Taxi stand on-site or pick-up via concierge	<input type="checkbox"/>	<input type="checkbox"/>
vi.	On-site parking or valet service to off-site parking is available	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Availability of mini-fridges on request	<input type="checkbox"/>	<input type="checkbox"/>



#### 4.6 Financial Evaluation

4.6.1 For the purposes of financial evaluation, Annex B, Basis of Payment will be used.

4.6.2 Only the offers that are technically responsive will be considered for financial evaluation.

4.6.3 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.6.4 The Offeror must provide an all-inclusive seasonal per night rate **including either the Municipal Accommodation Tax (MAT) or the Tax on Lodging**, for the initial offer period and for each option period.

4.6.5 The Offeror must provide a rate for either:

- a) self-parking rate for venues with onsite parking facilities; **OR**
- b) Offsite parking rate including Valet service for venues without onsite parking facilities.

#### 4.7 Basis of Selection

##### 4.7.1 Lowest Cost per Point

To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers;
- b. meet all mandatory technical evaluation criteria including the validation site visit; and

4.7.2 Offers not meeting (a) or (b) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offers will be ranked by season for the initial period and in each option period in accordance with the lowest evaluated price per point and will be issued a standing offer. **The lowest cost will be based on combined rates for room and parking.**

4.7.3 The table below illustrates an example where all three (3) bids are responsive and the ranking of Offerors is determined by lowest evaluated price per point per season.

	Achieved Points	Proposed Seasonal Rate (Room + Parking combined)			
		Spring	Summer	Fall	Winter
Offeror 1	60	\$229	\$209	\$249	\$219
	<b>Calculations</b>	$229/60 = 3.82$	$209/60 = 3.48$	$249/60 = 4.15$	$219/60 = 3.65$
	<b>Seasonal Ranking</b>	<b>2<sup>nd</sup></b>	<b>1<sup>st</sup></b>	<b>1<sup>st</sup></b>	<b>1<sup>st</sup></b>
Offeror 2	45	\$185	\$175	\$199	\$205
	<b>Calculations</b>	$185/45 = 4.11$	$175/45 = 3.88$	$195/45 = 4.33$	$205/45 = 4.55$
	<b>Seasonal Ranking</b>	<b>3<sup>rd</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
Offeror 3	52	\$195	\$185	\$229	\$199
	<b>Calculations</b>	$195/52 = 3.75$	$185/52 = 3.56$	$229/52 = 4.40$	$199/52 = 3.83$
	<b>Seasonal Ranking</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>



## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

5.1.2 Offerors must submit the following duly completed certifications as part of their offer by completing the Annex C, Bid Submission Form.

### 5.2 Integrity Provisions - Declaration of Convicted Offences

5.2.1 In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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.

### 5.3 Former Public Servant

5.3.1 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.

#### 5.3.2 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.

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

If the Offeror is an FPS in receipt of a pension, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- b. 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](#).

**c. Work Force Adjustment Directive**

If the Offeror is a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive, 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.



## **PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A STANDING OFFER**

#### **6.1 Offer**

6.1.2 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **6.2 Security Requirements**

6.2.1 There is no security requirement applicable to this Standing Offer.

#### **6.3 Standard Clauses and Conditions**

6.3.1 All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

#### **6.3.2 General Conditions**

[2005](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **6.4 Term of Standing Offer**

##### **6.4.1 Period of the Standing Offer**

6.4.1.2 The period for making call-ups and providing services against the Standing Offer is from Effective Date of the Standing Offer to March 31, 2021, inclusive.

##### **6.4.2 Extension of Standing Offer**

6.4.2.1 If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for four (4) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

6.4.2.2 The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **6.5 Authorities**

##### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Mélanie Vézina  
Title: Manager  
Office of the Secretary to the Governor General



Address: Matériel Management  
1 Sussex Drive  
Ottawa, Ontario K1A 0A1

Telephone: 613-991-9351  
E-mail: [melanie.vezina@gg.ca](mailto:melanie.vezina@gg.ca)

6.5.1.1 The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 6.5.2 Project Authority

**The Project Authority for the Standing Offer will be identified at Standing Offer award.**

6.5.2.1 The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 6.5.3 Offeror's Representative To be completed by Offeror

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants *If not applicable this clause will be removed at Standing Offer award*

6.6.1 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 Identified Users

6.7.1 The Identified User authorized to make call-ups against the Standing Offer is: the Office of the Secretary to the Governor General.

### 6.8 Call-up Procedures

#### 6.8.1 Right of First Refusal

6.8.1.1 The call-ups will be made based on the “right of first refusal” basis. The authorized call-up authority shall approach the offeror ranked 1<sup>st</sup> place to determine if the requirement can be satisfied by that offeror. If the offeror ranked 1<sup>st</sup> is able to meet the requirement, the call-up is made against its standing offer. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror ranked in 2<sup>nd</sup>, and so on, until one offeror indicates that it can meet the requirement of the call-up.





## 6.9 Call-up Instrument

6.9.1 The Work will be authorized or confirmed by the Identified User using the duly completed form [PWGSC-TPSGC 942](#), *Call-up against a Standing Offer* or an electronic equivalent.

## 6.10 Limitation of Call-ups

6.10.1 Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

6.10.2 The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*Amount to be inserted at SO award*) (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

6.10.2.1 The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.11 Priority of Documents

6.11.1 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 6.12 Certifications

### 6.12.1 Compliance

6.12.1.1 Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.



**6.13 Applicable Laws**

6.13.1 The Standing Offer and any contract resulting from the Standing Offer 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 Offeror in its offer, if applicable*).

**6.14 Transition to an e-Procurement Solution (EPS)**

6.14.1 During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

6.14.2 Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

6.14.3 If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

**B RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

**6.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

**6.2 Standard Clauses and Conditions**

**6.2.1 General Conditions**

6.2.1.1 [2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

**6.2.2 SACC Manual Clauses**

6.2.2.1 The following SACC Manual Clauses are incorporated by reference and form part of this Contract.

ID	Date	Title
<a href="#">A9117C</a>	2007-11-30	T1204 – Direct Request by Customer Department

**6.3 Term of Contract**

**6.3.1 Period of the Contract**

6.3.1.1 The Work must be completed in accordance with the call-up against the Standing Offer.



#### **6.4 Proactive Disclosure of Contracts with Former Public Servants**

*If not applicable this clause will be removed at Standing Offer award*

6.4.1 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.

#### **6.5 Payment**

##### **6.5.1 Basis of Payment**

6.5.1.2 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B. Customs duties are included Applicable Taxes are extra.

6.5.1.3 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.

##### **6.5.2 Method of Payment**

6.5.2.1 Canada will pay the Contractor upon completion and delivery of the Work 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;
- c. the Work delivered has been accepted by Canada.

#### **6.6 Invoicing Instructions**

6.6.1 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.

6.6.2 Each invoice must be supported by:

- a. An itemized breakdown of each room charged.

6.6.3 Invoices must be distributed as follows:

- a. the original copy must be forwarded by email to [OSGGcontracts@gg.ca](mailto:OSGGcontracts@gg.ca) for certification and payment.

#### **6.7 Insurance**

6.7.1 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.



## 6.8 Dispute Resolution

6.8.1 The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-7345169 or by e-mail at [opo-boa@opa-boa.gc.ca](mailto:opo-boa@opa-boa.gc.ca).

## 6.9 Contract administration

6.9.1 The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are **not** in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opa-boa.gc.ca](mailto:opo-boa@opa-boa.gc.ca).



## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **FOR THE PROVISION OF HOTEL ACCOMMODATION SERVICES IN SUPPORT TO THE OFFICE OF THE SECRETARY TO THE GOVERNOR GENERAL (OSGG)**

#### **1.0 GENERAL**

- 1.1 The purpose of this Statement of Work (SOW) is to define the scope and the deliverables that apply to the work and responsibilities required to provide hotel accommodation services in support of the OSGG.

#### **2.0 SCOPE**

##### **2.1 Objective**

- 2.1.1 The objective is to identify a hotel accommodations service provider that is clean, safe, professionally managed, bilingual, friendly, and has flexible staff to assist the recipients and guests of the OSGG and the Governor General of Canada on an "as and when required" basis.

##### **2.2 Background**

- 2.2.1 The Governor General of Canada hosts up to 15 honours events throughout the year. Each honours event requires hotel accommodation as recipients and guests of recipients travel from across Canada to attend ceremonies held at Rideau Hall.
- 2.2.2 See link below for a description of honours and orders events hosted at Rideau Hall: <http://www.gg.ca/document.aspx?id=5&lan=eng>
- 2.2.3 Securing a hotel is important for the OSGG's events coordinators as they develop information packages that are sent to each recipient, providing logistical details such as where they will stay and how they can request their rooming preferences. Preparations for each ceremony begin about 2-3 months prior to the event.

#### **3.0 REQUIREMENT**

- 3.1 The Office of the Secretary to the Governor General is seeking hotel accommodation services from a local hotel with a minimum designation of 3-star hotel ratings or 3 diamonds with AAA Five Diamond Award, located within a 4 km radius of Rideau Hall, 1 Sussex Drive, Ottawa, Ontario, K1A 0A1. The Contractor and its employees will have to deal with business leaders, dignitaries, celebrities and recipients from all walks of life. A typical honours event has between 40 and 50 recipients from across the country.
- 3.2 The table below represents the OSGG's approximate yearly requirement for hotel accommodation. This information is not to be considered as a guarantee.



Name of Events	No. of Ceremony per Year	# of recipient rooms	# of friends and family rooms	Length of stay
Order of Military Merit	3 throughout the year	Up to 50	Up to 50	Up to 2 nights
Order of Canada	5-6 throughout the year	Up to 45	Up to 45	Up to 2 nights
Presentation of Canadian Honours	4-6 throughout the year	Up to 45	Up to 45	1 night

**Notes:**

1. Estimated length of stay required may vary depending on the number of recipients with limited flight availability and time zone constraints for their return home.

**3.3 Accommodations**

3.3.1 The OSGG requires a venue that can provide guest room accommodation for every recipient.

3.3.2 The Contractor’s venue must provide the following:

3.3.2.1 The facility must have:

- i. A minimum of 200 rooms;
- ii. Minimum of two (2) rooms wheelchair accessible;
- iii. Large reception area to handle approximately 100 people;
- iv. Various arrival entrance/exit points with sufficient space to accommodate motor coach arrivals and departures (up to 55 passengers);
- v. Accept all major credit cards;
- vi. Smoke free environment;
- vii. Accessibility for persons with disabilities;
- viii. Secure luggage holding area for arrivals and departures;
- ix. Able to distribute information, i.e. briefing notes/invitations to the recipients rooms, at no additional cost; and
- x. Superior level of cleanliness throughout facilities and rooms (for example - hair not found on the linen and bathroom surfaces, public spaces outside the room are tidy, the pool and gym area are tidy, no stains on water glasses and coffee machine, carpets are routinely cleaned, dust is not present on surfaces (i.e. TV screens, furniture, etc.)

3.3.2.2 Each Room must have:

- i. One (1) king or queen bed or two (2) double or queen beds;
- ii. In-room safes;
- iii. In-room hair dryers;
- iv. Alarm clocks/Wake up calls;
- v. Irons and ironing boards; and
- vi. Free wireless high speed internet access.

3.3.2.3 Amenities available to recipients and their guests:

- i. Restaurant on-site;
- ii. 24 hour front desk services;



- iii. Daily housekeeping;
- iv. Laundry and dry-cleaning services;
- v. Taxi stand on-site or pick-up via concierge; and
- vi. Availability of mini-fridges on request.

### **3.3.3 Parking**

- 3.3.3.1 The OSGG requires parking on an “as and when required” basis.
- 3.3.3.2 The offeror must provide either Onsite self-parking where facilities exist or Valet service for offsite parking.
- 3.3.3.3 Parking must include unlimited 24-hour “in and out” privileges.
- 3.3.3.4 The Contractor must invoice the OSGG for parking upon usage only and only for those identified in the parking column of the rooming list provided by the OSGG.
- 3.3.3.3 If Valet service is available and requested by the guest for onsite parking, the fee for this additional service is to be charged to the guest and is not to be invoiced to the OSGG.

## **4.0 FRIENDS AND FAMILY BLOCK**

- 4.1. An additional block of rooms for friends and family (ideally the same block size) of the recipient must be offered at the same rate as the original block, reserved on a first-come, first-served basis.
- 4.2 The Contractor must provide the OSGG the booking code to be used by friends and family within one (1) week of receiving the call-up.
- 4.3 These rooms are to be booked directly by the guests and are at the expense of the individual. Friends and family of the recipients are to call the hotel reservation line directly or use its online reservation system.
- 4.4. The friends and family block of rooms must remain available until 10 business days prior to the event date.

## **5.0 CONSTRAINTS**

- 5.1 The OSGG is responsible for paying for the room, MAT/Tax on lodging and taxes only. All other fees such as incidentals, hotel expenses (mini-bar, room service, movies, cots, calls, dry cleaning, etc.) are to be paid for by the guest.
- 5.2 Check-in for all rooms from 3 p.m.
- 5.3 The Contractor must not relocate recipients to other properties without the written consent of the OSGG.
- 5.4 Bilingual staff must be on duty 24 hours.



5.5 Reservations may be made online instead of by phone provided that the Contractor's online reservation system can accept the friends and family booking code provided to the OSGG by the Contractor.

## **6.0 RESPONSIBILITIES**

### **6.1 OSGG (client)**

6.1.1 The OSGG will provide the Contractor with a final rooming list within a maximum of ten (10) calendar days prior to each event. The rooming lists will confirm the OSGG's exact number of rooms required.

6.1.2 Any cancellations made that reduce the final rooming list with less than \_\_\_\_ days' notice (***number of days to be confirmed at contract award***) prior to the event date, the Contractor will be entitled to full payment.

### **6.2 Contractor**

6.2.1 The Contractor must provide the services of a coordinator to be available during office hours. The Coordinator will be responsible for acting on behalf of the Contractor, ensuring the smooth coordination of room allocation for recipients, and friends and family, as well as complying with all contract related issues, problem resolution, deadlines and liaising with the OSGG Project Authority (PA). The Contractor's coordinator must be available at all times during an event, either via cell phone or by e-mail.

6.2.2 The Contractor's coordinator must provide the OSGG event Coordinators with a friends and family reservation code and toll-free number within one (1) week of receiving the call-up.

6.2.3 The Contractor's coordinator or backup must be available after hours to receive and respond to urgent requests, via phone or email, within three (3) hours of receiving a notification receipt from the OSGG.

6.2.4 The coordinator or backup must provide to OSGG events Coordinator two (2) check-in status reports lists, one at 8 p.m., and, one at midnight the night prior to the event date.

6.2.5 The Contractor must provide the name and toll-free number of a bilingual main point of contact for reservations at the hotel within one (1) week of receiving a call-up. The contact person may be required to provide assistance to recipients and their friends and family and to resolve any questions or issues that may arise during the reservation process. The contact person must be familiar with the relevant provisions of the standing offer and call-up.

6.2.6 The Contractor must provide the booking confirmation numbers to the OSGG events Coordinator within two (2) business days of receiving the rooming list from the OSGG.





## ANNEX "B"

### BASIS OF PAYMENT

THE FOLLOWING RATES/PRICES SHOWN BELOW ARE VALID FOR THE DURATION OF THE STANDING OFFER PERIOD.

#### 1. Accommodation Fees

- 1.1 The Offeror will be paid the following all-inclusive **per night rates** for accommodation services. The rates must be all inclusive of any expenditure required to fulfill the work including, but not limited to, Municipal Accommodation Tax (MAT) and Tax on Lodging. All applicable taxes (GST/HST and QST) are extra.

#### 2. Cancellation Fee

- 2.1 Any cancellations that reduce the final rooming list with less than \_\_\_\_ days' notice (*number of days to be confirmed at contract award*) prior to the event date, the Contractor will be entitled to full payment.

	Initial Period SO Award to March 31, 2021	Ranking * Initial Period (by season)
<b>Type of Accommodation</b>	<b>Rate per Night</b> (including the MAT/Tax on Lodging)	
<b>Spring – (March to May)</b>		
Standard Room	\$	
<b>Summer – (June to August)</b>		
Standard Room	\$	
<b>Fall – (September to November)</b>		
Standard Room	\$	
<b>Winter – (December to February)</b>		
Standard Room	\$	

*\*Rankings will be determined at contract award.*



Type of Accommodation	Option Year 1 April 1, 2021 to March 31, 2022	Ranking * Option Year 1 (by season)	Option Year 2 April 1, 2022 To March 31, 2023	Ranking * Option Year 2 (by season)
<b>Spring – (March to May)</b>	<b>Rate per Night</b> (including the MAT/Tax on Lodging)		<b>Rate per Night</b> (including the MAT/Tax on Lodging)	
Standard Room	\$		\$	
<b>Summer – (June to August)</b>				
Standard Room	\$		\$	
<b>Fall – (September to November)</b>				
Standard Room	\$		\$	
<b>Winter – (December to February)</b>				
Standard Room	\$		\$	

*\*Rankings will be determined at contract award.*



Type of Accommodation	Option Year 3 April 1, 2023 to March 31, 2024	Ranking * Option Year 3 (by season)	Option Year 4 April 1, 2024 To March 31, 2025	Ranking * Option Year 4 (by season)
<b>Spring – (March to May)</b>	<b>Rate per Night</b> (including the MAT/Tax on Lodging)		<b>Rate per Night</b> (including the MAT/Tax on Lodging)	
Standard Room	\$		\$	
<b>Summer – (June to August)</b>				
Standard Room	\$		\$	
<b>Fall – (September to November)</b>				
Standard Room	\$		\$	
<b>Winter – (December to February)</b>				
Standard Room	\$		\$	

*\*Rankings will be determined at contract award.*



## Parking

### 3.1 Self-Parking at hotel

3.1.2 Self-Parking is based on “**as and when required**” and charged upon usage. All applicable taxes are extra.

	Onsite Parking Rate
Initial Year	\$
Option Year 1	\$
Option Year 2	\$
Option Year 3	\$
Option Year 4	\$

### 3.2 Valet Service for Offsite Parking

3.2.2 Valet service for offsite parking is based on “**as and when required**” and charged upon usage. Rate must include valet service and parking fee. All applicable taxes are extra.

	Valet Service for Offsite Parking (Offer must include rate for valet service AND parking fee)
Initial Year	\$
Option Year 1	\$
Option Year 2	\$
Option Year 3	\$
Option Year 4	\$



## ANNEX C

### BID SUBMISSION FORM

<b>BID SUBMISSION FORM (PLEASE PRINT)</b>	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> [see the <i>Standard Instructions 2003</i> ]	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b>  See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
<b>Signature of Authorized Representative of Bidder</b>	



## APPENDIX A

### 4KM RADIUS MAP

