



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA

Ontario

## 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 / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Accommodations - Blue Mountain	
<b>Solicitation No. - N° de l'invitation</b> W6399-21CA21/A	<b>Date</b> 2021-03-29
<b>Client Reference No. - N° de référence du client</b> W6399-21-CA21	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-940-8373	
<b>File No. - N° de dossier</b> KIN-0-54299 (940)	<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> Eastern Daylight Saving Time EDT <b>on - le 2021-04-14</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Davis, Renee	<b>Buyer Id - Id de l'acheteur</b> kin940
<b>Telephone No. - N° de téléphone</b> (343) 550-7805 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<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 Introduction**

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the Electronic Payment Instruments.

### **1.2 Summary**

The Department of National Defence (DND) has a requirement for Accommodations in the area of Blue Mountain Village, Ontario.

The accommodations are required from 1 June 2021 to 16 July 2021.

The requirement includes an irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period.

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 epost Connect service**

This bid solicitation requires 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.

### **1.4 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.

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## 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](#) (2020-05-28), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

#### PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:  
[TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

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.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically 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

Bids transmitted by facsimile or hardcopy will not be accepted.

#### **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 Annex "B", Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

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

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support and demonstrate compliance with the mandatory technical criteria.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

MTC #	Mandatory Technical Criteria	Instructions to Bidders
MTC 1.	<b>Location (Annex "A", 2.3)</b>  The location of the accommodations must be located within a twenty (20) kilometer radius from Blue Mountain Village, ON.	The Bidder must clearly demonstrate compliance through the use of a standard commercial distance measurement tool or map.
MTC 2.	The contractor must provide up to thirty-three (33) rooms to accommodate up to thirty-three (33) DND Members. Each room must have a private twin size bed or larger.  All rooms must be single occupancy.  All accommodations must accommodate, at a minimum, eleven (11) persons to be considered for bid.	The Bidder must provide a detailed pamphlet, or description, indicating the number of single occupancy rooms in the facility and that the rooms are equipped with a twin size bed or larger.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

Any bid which fails to meet the following mandatory financial criteria will be deemed nonresponsive and will receive no further consideration. Each bid must comply with the following Mandatory Financial Criteria:

- a) Bidders must submit their financial bid in accordance with "Annex B", Basis of Payment.
- b) Bids must not contain any condition or qualification placed upon the bid.



- c) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.
- d) Pricing must be provided for all items in Pricing Basis "A" and "B".
- e) If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

#### **4.1.2.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.

For each Pricing Basis, the sum of the pricing for all items in the Pricing Basis will be multiplied by the corresponding usage amount to determine the Extended Price of the Items. The total of the Extended Prices for all pricing periods for that Pricing Basis will be the Evaluated Price for that Pricing Basis.

#### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive.

Canada will use selection method #2 if the total price for all of the rooms using selection method #2 represents a savings of greater than 25% over using selection method #1.

##### **Selection Method #1**

Canada would prefer to issue only one contract for all of the rooms required and will award to the lowest compliant bidder that can provide all of the rooms required.

##### **Selection Method #2**

The lowest compliant bidder will be awarded a contract for the amount of rooms they can provide. The next lowest compliant bidder will be awarded a contract for the amount of rooms they can provide up to the required amount. This process will be repeated until there are enough rooms available to suit the requirement.

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## 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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

#### 5.2.3 Additional Certifications Precedent to Contract Award

Solicitation No. - N° de l'invitation  
W6399-21CA21/A  
Client Ref. No. - N° de réf. du client  
W6399-21-CA21

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54299

Buyer ID - Id de l'acheteur  
kin940  
CCC No./N° CCC - FMS No./N° VME

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There may be slight changes to the dates or rooms required. The Contractor will be notified of these changes at least one week ahead of check-in dates. If the Contractor can accommodate these changes a Contract Amendment will be issued to include these changes.

Vendor/Firm Signature accepting this term: \_\_\_\_\_

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## 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".

#### 6.2.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "B" – Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before 31 March 2022 by sending a written notice to the Contractor.

### 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](#) (2020-05-28), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 2022-04-02.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least two (2) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

Solicitation No. - N° de l'invitation  
W6399-21CA21/A  
Client Ref. No. - N° de réf. du client  
W6399-21-CA21

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54299

Buyer ID - Id de l'acheteur  
kin940  
CCC No./N° CCC - FMS No./N° VME

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The Contracting Authority for the Contract is:

Name: Renee Davis  
Title: Supply Specialist

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

Telephone: 343-550-7805  
E-mail address: [Renee.Davis@pwgsc-tpsgc.gc.ca](mailto:Renee.Davis@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: *[Note to Bidders: Canada will insert information at time of Contract award]*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

#### 6.5.3 Contractor's Representative *[Note to Bidders: Please fill in required information]*

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

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

Procurement Business Number: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" for a cost of \_\_\_\_\_ *[Note to Bidders: Canada will 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.

### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16), Limitation of Price

### 6.7.3 Single Payment

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

### 6.7.4 Electronic Payment of Invoices – Contract *[Note to Bidders: Canada will insert information at time of Contract award]*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only).

## 6.8 Invoicing Instructions

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 6.10 SACC Manual Clauses

*SACC Manual* clause G1005C (2016-01-28), Insurance – No Specific Requirement

### 6.11 Applicable Laws

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

### 6.12 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.

Statement

- (a) the Articles of Agreement;
- (b) 2010C (2020-05-28), General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_. *[Note to Bidders: Canada will insert information at time of award]*

### 6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

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## ANNEX "A"

### Statement of Work

#### 1.0 Scope

This Statement of Work (SOW) is to outline the requirements of Department of National Defence (DND) for accommodations in the area of Blue Mountain Village, Ontario.

##### 1.1 Purpose

DND has a requirement for a Contractor to provide up to thirty-three (33) single occupancy rooms to accommodate up to thirty three (33) members at Blue Mountain, Ontario area.

#### 2.0 Requirements

2.1 The Contractor must provide accommodations in Blue Mountain Village, Ontario, area to accommodate up to thirty three (33) DND members. All rooms must be single occupancy. All accommodations must accommodate, at a minimum, eleven (11) persons to be considered for bid.

2.2 The Contractor must provide accommodations during the following timeframe:

- a. Check in: 01 June, 2021; and
- b. Check out: 16 July, 2021.

2.3 The Contractor's accommodations must be located within a twenty (20) kilometer radius from Blue Mountain Village, ON.

2.4 There may be slight changes to the dates or rooms required. The Contractor will be notified of these changes at least one week prior to check-in dates. If the Contractor can accommodate these changes a Contract Amendment will be issued to include these changes.

#### 3.0 Deliverables

3.1 The Contractor must provide accommodations within a twenty (20) kilometer radius of Blue Mountain Village, Ontario, encompassing the requirements listed in section 2 (Requirements).

3.2 The Contractor's accommodation(s) must include the following:

- 3.2.1 Individual room with one twin size bed or larger for each DND member (up to 33 rooms. A sofa bed or cot will not be acceptable);
- 3.2.2 Each bed must have clean, comfortable bedding;
- 3.2.3 Each room must have access to a full bathroom with minimum of a toilet, sink, and shower;
- 3.2.4 Each room must have access to a Kitchenette with sink, refrigerator, stove and microwave in working condition;
- 3.2.5 High-speed standard wireless internet (Wi-Fi) in the rooms at no additional cost;
- 3.2.6 General room cleaning service must be performed on a bi-weekly basis;
- 3.2.7 Must have functioning air conditioning unit;
- 3.2.8 Bedding exchange must occur on a weekly basis, unless occupant requests bi-weekly;
- 3.2.9 Fresh towel service for the personnel in each room must be provided on a bi-weekly basis;
- 3.2.10 All accommodations must meet the Hotel Industry the local standard for hygiene and sanitation;
- 3.2.11 All points of entry must be secured with locks A key must be provided for each person



occupying a room;

3.2.12 Must have Self-laundry facility on site/premises for occupants to use;

3.2.13 The Contractor must provide parking for up to twenty (20) vehicles within the site/premises. If the Contractor is providing the minimum number of accommodations required as detailed in 2.1 the Contractor must provide parking for up to seven (7) vehicles within the site/premises;

3.2.14 The Contract must provide a local staff member as the primary Point of Contact (POC) for all matters relating to hotel services. The POC must be available from 0800hrs to 1800hrs daily. Outside these hours, a contact person and cell phone number must be provided to the Project Authority (PA) if different than the designated individual. These individuals must be able to communicate effectively in English. Any damage to rooms must be reported to this identified Point of Contact (POC) for investigation.

3.3 The Contractor's accommodations may be a combination of House/Condo/Chalet/Hotel style accommodations.

3.4 No further cost against the DND other than those established will form part of this contract.

### **3.5 Incidental Charges**

3.5.1 The Contractor must charge any incidentals, to the individual(s). Incidentals will not form part of this contract;

3.5.2 Incidentals are defined as:

- a. Telephone charges;
- b. Food and beverage charges;
- c. Minibar charges;
- d. Charges for damages; and
- e. Other incidentals that a DND member can personally incur.

### **3.6 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "B" – Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

## ANNEX "B"

### BASIS OF PAYMENT

The Bidder must provide accommodation in accordance with Annex "A" – Statement of Work at the following rates.

Cost for all services stipulated in Annex "A" – Statement of Work, **must be included price.**

Basis of payment will be firm daily rate, applicable taxes are extra.

#### **Pricing Basis A:**

##### **Initial Requirement**

Pricing Basis– Accommodations					
Item #	Description	Date Check-In and Check-Out	Number of Nights	Number of Rooms (up to 33)	Nightly Price
1	Accommodations (Single Occupancy) in accordance with Annex "A" – Statement of Work	01 June 2021 to 16 July 2021	45		\$_____/per room / per day

Pricing Basis– Parking					
Item #	Description	Date	Number of Days	Number of Parking Spaces (up to 20)	Daily Rate per Vehicle
1	Parking in accordance with Annex "A" – Statement of Work	01 June 2021 to 16 July 2021	45		\$_____/per vehicle/per day

#### **Pricing Basis B:**

##### **Optional Goods and/or Services (Option for future requirement)**

The Contracting Authority may exercise the option at any time before 31 March 2022 by sending a written notice to the Contractor.

Solicitation No. - N° de l'invitation  
W6399-21CA21/A  
Client Ref. No. - N° de réf. du client  
W6399-21-CA21

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54299

Buyer ID - Id de l'acheteur  
kin940  
CCC No./N° CCC - FMS No./N° VME

Pricing Basis– Accommodations (Option)					
Item #	Description	Date Check-In and Check-Out	Number of Nights	Number of Rooms (Up to 33)	Nightly Price
1	Accommodations (Single Occupancy) in accordance with Annex “A” – Statement of Work	01 June 2022 to 16 July 2022	45		\$_____/per room / per day

Pricing Basis– Parking (Option)					
Item #	Description	Date	Number of Days	Number of Parking Spaces (Up to 20)	Daily Rate per Vehicle
1	Parking in accordance with Annex “A” – Statement of Work	01 June 2022 to 16 July 2022	45		\$_____/per vehicle/per day

Solicitation No. - N° de l'invitation  
W6399-21CA21/A  
Client Ref. No. - N° de réf. du client  
W6399-21-CA21

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54299

Buyer ID - Id de l'acheteur  
kin940  
CCC No./N° CCC - FMS No./N° VME

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

### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

The Bidder accepts to be paid by 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).