



**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**

<b>Title - Sujet</b> Accommodations Victoria BC	
<b>Solicitation No. - N° de l'invitation</b> W6399-22CA23/A	<b>Date</b> 2021-06-17
<b>Client Reference No. - N° de référence du client</b> W6399-22-CA23	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-555-8414	
<b>File No. - N° de dossier</b> KIN-1-56028 (555)	<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 2021-07-05</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Webster, Sean	<b>Buyer Id - Id de l'acheteur</b> kin555
<b>Telephone No. - N° de téléphone</b> (873) 354-9545 ( )	<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**

**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>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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article A of the resulting contract clauses.

### **1.2 Debriefings**

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

### **1.3 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.

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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.

### 2.2 Submission of Bids

Bids must be submitted only through the Epost Connect electronic submission system by the date and time indicated on page 1 of the bid solicitation:

Epost Email Address:  
TPSGC.orrceptiondessoumissions-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.

### 2.3 Former Public Servant

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

#### **Definitions**

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

- a. an individual;
- b. an individual who has incorporated;

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- 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 Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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**

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

Due to the nature of the bid solicitation, bids transmitted by facsimile and hard copy will not be accepted.

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

#### **Section I: Technical Bid**

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C 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

MTC #	Mandatory Technical Criteria	Instructions to Bidders
MTC 1.	The location of the accommodations must be located within a five (5) kilometer radius from CFB Esquimalt (Workpoint Barracks), IVO Peters St.	The Bidder must clearly demonstrate compliance through the use of a standard commercial distance measurement tool or map.
MTC 2.	The Bidder must be able to accommodate, at a minimum, thirteen (13) persons in single occupancy rooms.	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.  Additionally, the Bidder must indicate in their bid that the required number of rooms will be available during the times required by DND.
MTC 3	If the Bidder is offering the minimum number of rooms (13), the Bidder must be able to provide 7 parking spaces. If the Bidder is offering more than the minimum number of rooms the Bidder must be able to provide 10 parking spaces.	The Bidder must indicate in their bid that the required number of parking spaces will be available during the times required by DND.

#### 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 include prices for the Firm Nightly Price per Room and the Firm Daily Price per Parking Space in both Annex B Pricing Basis A, and Annex B Pricing Basis B.

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- c) Bids must not contain any condition or qualification placed upon the bid.
- d) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

#### **4.1.2.2 Financial Evaluation**

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

The Final Evaluated Price will be the sum of the Pricing Basis A Extended Price and the Pricing Basis B Extended Price

##### **Pricing Basis A Evaluated Price**

The Pricing Basis A Extended Price will be the sum of the Accommodations Extended Price and the Parking Extended Price.

##### **Accommodations Extended Price:**

The Accommodations Extended Price will be the sum of the Firm Nightly Cost per Room multiplied by the Maximum Number of Rooms and the Number of Nights for each item.

##### **Parking Extended Price:**

The Parking Extended Price will be the sum of the Firm Daily Price per Parking Space multiplied by the Number of Days and the Maximum Number of Parking Spaces for each item.

##### **Pricing Basis B Extended Price:**

The Pricing Basis B Extended Price will be the sum of the Estimated Number of Nights multiplied by both the Estimated Number of Rooms and the Optional Firm Price per Night, and the Estimated Number of Days multiplied by both the Estimated Number of Parking Spaces and the Price per Day.

#### **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.

Selection Method #1 will be used if a single bidder is able to provide the maximum number of rooms required. If a single bidder cannot provide the maximum number of rooms required, or if Selection Method #2 will result in estimated cost savings of 25% or more compared to Selection Method #1, Canada will use Selection Method # 2.

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

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

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

#### **6.3.1 General Conditions**

[2010C](#) (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 2022-08-31.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A 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 the expiry of the Contract by sending a written notice to the Contractor.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Sean Webster  
Title: Intern Officer  
Public: Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region – Kingston Acquisitions  
Address: N/A

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Telephone: 873-354-9545  
Facsimile: N/A  
E-mail address: Sean.Webster@pwgsc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is **(To be completed at 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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Facsimile (if available): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 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 \$ \_\_\_\_\_ *(insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

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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 (2017-08-17) 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**

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.

### **6.9.2 SACC Manual Clauses**

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

## **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

### 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (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 \_\_\_\_\_ (*insert date of bid*)

### 6.12 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](#)".

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1.0 Scope**

DND has a requirement for a Contractor to provide up to 46 single occupancy rooms in the Victoria, B.C. area.

#### **2.0 Requirements**

2.1 The Contractor must provide single occupancy accommodations in Victoria, BC during 7 August – 26 September, 2021 timeframe,

2.2 The Contractor must provide single occupancy accommodations as follows:

- a. 3 x Rooms:
  - a. Check in: 07 August, 2021; and
  - b. Check out: 26 September, 2021.
- b. 7 x Rooms:
  - a. Check in: 07 August, 2021; and
  - b. Check out: 25 September, 2021.
- c. 3 x Rooms:
  - a. Check in: 07 August, 2021; and
  - b. Check out: 18 September, 2021.
- d. 12 x Rooms:
  - a. Check in: 08 August, 2021; and
  - b. Check out: 18 September, 2021.
- e. 3 x Rooms:
  - a. Check in: 29 August, 2021; and
  - b. Check out: 18 September, 2021.
- f. 18 x Rooms:
  - a. Check in: 23 September, 2021; and
  - b. Check out: 25 September, 2021.

2.3 There may be changes to the dates or rooms required. The Contractor will be notified of these changes at least two weeks 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's accommodations must be located no more than five (5) kilometers from CFB Esquimalt (Work Point Barracks) IVO Peters St.

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

- 3.2.1 Individual room with one double size bed or larger for each DND member (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;
- 3.2.5 Each room must have a mini-fridge in working condition;

- 3.2.6 Each room must have standard furniture (lamp, desk, office chair, armchair or sofa, and chest of drawers or closet with ample storage) in working condition;
- 3.2.7 High-speed standard wireless internet (Wi-Fi) must be available in the rooms at no additional cost;
- 3.2.8 General room cleaning service must be performed at a minimum on a bi-weekly basis;
- 3.2.9 Each room must have a functioning air conditioning unit;
- 3.2.10 Bedding exchange must occur at a minimum on a weekly basis, unless occupant requests bi-weekly;
- 3.2.11 Fresh towel service for the personnel in each room must be provided on at a minimum weekly basis, unless occupant requests bi-weekly;
- 3.2.12 All accommodations must meet the Hotel Industry and local standard for hygiene and sanitation;
- 3.2.13 All points of entry must be secured with locks, a key must be provided for each person occupying a room;
- 3.2.14 A gym facility must be on-site and available to DND members at no additional cost;
- 3.2.15 The accommodations must have a restaurant on site;
- 3.2.16 The Contractor must provide parking for a minimum of ten (10) vehicles within the site/premises, the parking must be secure with camera system and gate access. If the Contractor is providing a total of 13 rooms the Contractor must instead provide parking for a minimum of seven (7) vehicles within the site/premises; and
- 3.2.17 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 Technical Authority (TA) 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.

#### **4.0 Incidental Charges**

- 3.4.1 The Contractor must charge any incidental expenses, to the individual(s) who incur them. Incidentals will not form part of this contract;
- 3.4.2 Incidental expenses are any expenses not specifically included under this contract, including but not limited to:
  - a. Telephone charges;
  - b. Food and beverage charges;
  - c. Minibar charges; and
  - d. Charges for damages;

#### **5.0 Optional Services**

DND may have a requirement for additional accommodations with the same requirements as above before March 31<sup>st</sup> 2022. The contractor grants to Canada the irrevocable right to acquire the additional services under the same conditions and prices stated in the Contract. If multiple contracts have been issued and a single contract holder is unable to meet the optional requirement the optional requirement may be split between two or more contract holders.

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 the expiry of the Contract by sending a written notice to the Contractor.

## ANNEX B

### BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid all-inclusive firm unit prices, as specified below. All prices are in Canadian Dollars, applicable taxes excluded, if applicable, and to be shown as a separate item on any resulting invoice. Canadian customs duties and excise taxes included, DDP Incoterms 2010.

*Text in italics will be removed prior to awarding any resulting contract.*

### Pricing Basis A - Initial Requirement:

#### Single Occupancy Accommodations in accordance with Annex A, Section 3.0

Item #	Check-in and Check-out dates	# of Nights	Maximum # of Rooms Required	Number of Rooms
1	07 August, 2021 – 26 September, 2021	50	3	
2	07 August, 2021 – 25 September, 2021	49	7	
3	07 August, 2021 – 18 September, 2021	42	3	
4	08 August, 2021 – 18 September, 2021	41	12	
5	29 August, 2021 – 18 September, 2021	20	3	
6	23 September, 2021 – 25 September, 2021	2	18	

Total Number of Rooms offered (minimum 13): \_\_\_\_\_

Firm Nightly Price per Room: \$ \_\_\_\_\_

#### Parking in Accordance with Annex A, Section 3.2.16

Item #	Check-in and Check-out dates	# of Days	Maximum # of Parking Spaces Required	Number of Parking Spaces (Minimum 7)
7	07 August, 2021 – 26 September, 2021	51	10	

Firm Daily Price per Parking Space: \$ \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W6399-22CA23/A  
Client Ref. No. - N° de réf. du client  
W6399-22-CA23

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-1-56028

Buyer ID - Id de l'acheteur  
KIN555  
CCC No./N° CCC - FMS No./N° VME

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**Pricing Basis B:**

**Optional Requirement:**

The contracting authority may exercise the options for additional services by issuing a Contract Amendment at any time before March 31<sup>st</sup> 2022.

**Accommodations in Accordance with Annex A, Section 3.0**

<i>Item #</i>	<i>Estimated # of Nights</i>	<i>Estimated # of Rooms</i>
1	45	25

Optional Firm Nightly Price per Room: \$ \_\_\_\_\_

**Parking in Accordance with Annex A, Section 2.3.16**

<i>Item #</i>	<i>Estimated # of Days</i>	<i>Estimated # of Parking Spaces</i>
2	46	10

Optional Firm Daily Price per Parking Space: \$ \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W6399-22CA23/A  
Client Ref. No. - N° de réf. du client  
W6399-22-CA23

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-1-56028

Buyer ID - Id de l'acheteur  
KIN555  
CCC No./N° CCC - FMS No./N° VME

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

Solicitation No. - N° de l'invitation  
W6399-22CA23/A  
Client Ref. No. - N° de réf. du client  
W6399-22-CA23

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-1-56028

Buyer ID - Id de l'acheteur  
KIN555  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX D**

**ADDITIONAL CERTIFICATIONS**

**1. Board of Directors**

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Offerors are required to provide a list of their Board of Directors before Standing Offer issuance. Offerors are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

**2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer issuance.

Procurement Business Number - \_\_\_\_\_

Offerors may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, Offerors may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.