



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

tpsgc.padgtlprecsum-aptmdlplbidrec

.pwgsc@tpsgc-pwgsc.gc.ca

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travel Procurement Services Division/Division des  
services d'approvisionnement en voyage  
L'Esplanade Laurier, East Tower 7t  
L'Esplanade Laurier, Tour est 7e é  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Hotel Accommodation Services	
<b>Solicitation No. - N° de l'invitation</b> W0772-22AM01/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W0772-22AM01	<b>Date</b> 2021-10-13
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-80433	
<b>File No. - N° de dossier</b> lp003.W0772-22AM01	<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 2021-10-14</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> Gagnon, Nicholas	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (000) 000-0000 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<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>

**REQUEST FOR PROPOSAL (RFP)  
FOR ACCOMMODATION SERVICES IN PHOENIX, ARIZONA  
FOR THE CANADIAN ARMED FORCES (CAF)**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	7
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	7
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>8</b>
6.1 SECURITY REQUIREMENTS .....	8
6.2 STATEMENT OF WORK.....	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF CONTRACT .....	8
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	10
6.7 PAYMENT : .....	10
6.8 INVOICING INSTRUCTIONS .....	10
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
6.10 APPLICABLE LAWS.....	11
6.11 PRIORITY OF DOCUMENTS .....	11
6.12 INSURANCE - NO SPECIFIC REQUIREMENT.....	11
6.13 DISPUTE RESOLUTION.....	11
<b>ANNEX "A" - STATEMENT OF REQUIREMENT .....</b>	<b>13</b>
<b>EXERCISE ALOUETTE-MOBILE 20 .....</b>	<b>13</b>
<b>HOTEL SERVICES IN PHEONIX, ARIZONA .....</b>	<b>13</b>
<b>ANNEX "B" - BASIS OF PAYMENT .....</b>	<b>17</b>
<b>ANNEX "C" - ELECTRONIC PAYMENT INSTRUMENTS.....</b>	<b>19</b>
<b>ANNEX "D" - INFORMATION AND CONTACTS .....</b>	<b>20</b>

Solicitation No. - N° de l'invitation  
W0772-22-AM01  
Client Ref. No. - N° de réf. du client  
W0772-22-AM01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003. W0772-22-AM01

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX “E”- MANDATORY TECHNICAL EVALUATION CRITERIA ..... 21**  
**MANDATORY REQUIREMENTS : ..... 22**  
**ANNEX “F”- MADATORY AREA FOR HOTEL LOCATION ..... 23**

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement applicable to this requirement.

### 1.2 Statement of Work

Statement of Work The Canadian Armed Forces (CAF) requires the provision of services in the Greater Phoenix Area, AZ, USA, for accommodations and hotel amenities.

These services are required when the CAF deploys to Luke AFB, AZ, USA, for the period of 17 November to 17 December 2021 to participate in the ALOUETTE MOBILE Exercise with the 56<sup>th</sup> Fighter Wing at Luke Air Force Base.

More details are provided in Annex "A" – Statement of Work.

### 1.3 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.

## 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 to the Public Works and Government Services Canada (PWGSC) Attn: Nick Gagnon, [TPSGC.PADGTLPRCesoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PADGTLPRCesoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca) by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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

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

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

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

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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 bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (1 electronic copy)
- Section II: Financial Bid (1 electronic copy)
- Section II: Certifications (1 electronic copy)

Canada requests that prices appear in the financial bid only. No prices to 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. Suppliers are required submit their technical bid by providing information required in Annexes C, D, E.

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

Bidders must submit their financial bid in accordance with the Basis of Payment, in Annex "B". The total amount of Applicable Taxes must be shown separately.

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

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

##### **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.

## **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**

Bids must comply with all terms and conditions of this Request for Proposal, including Mandatory technical and financial Criteria in Annexes "A", "B", "E" and "F", to be considered responsive.

Each mandatory technical criterion should be addressed separately, in Annex "E", Technical Evaluation Grid.

Bidders can provide additional documentation in their bid demonstrating that their proposed facility meets each and every criterion. Supporting documentation could include but not limited to a printed operator's manual, printed technical/sales brochures and/or certifications.

Canada will not check websites. All information needed to evaluate the Technical Bid must be provided by the Bidder in the Technical Bid package.

A bid that fails to meet all mandatory requirements of this RFP shall be disqualified from the bidding process and be given no further consideration.

A bid in which all the mandatory criteria have been met will proceed to the financial evaluation stage.

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

A bid must comply with all mandatory technical and financial evaluation criteria of the bid solicitation to be declared responsive. **The responsive bid with the lowest evaluated price (in Annex B, Basis of Payment) will be recommended for award of a Contract.**

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

#### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

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

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-) (<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](#) 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>) 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 the issuance of the contract until January 17<sup>th</sup>, 2022 inclusive.

Solicitation No. - N° de l'invitation  
W0772-22-AM01  
Client Ref. No. - N° de réf. du client  
W0772-22-AM01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003. W0772-22-AM01

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Nick Gagnon  
Title : Procurement Agent  
Department : Public Works and Government Services Canada  
Acquisitions Branch  
Division : Travel Procurement Services Division - LP  
Address : Building Esplanade Laurier, East Tower  
140 O'Connor Street, 7<sup>th</sup> floor, Ottawa, ON, K1A 0R5  
Telephone :  
E-mail address : [TPSGC.PADGTLPreSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PADGTLPreSoum-APTMDLPBidRec.PWGSC@tpsgc-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 Technical Authority "To be inserted at Contract Award"

The Technical Authority for the Contract is:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
E-mail address : \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical 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 "To be inserted at Contract Award"

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
E-mail address : \_\_\_\_\_

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

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## **6.7 Payment :**

### **6.7.1 Basis of Payment- Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Basis of Payment. Applicable Taxes are extra.

### **6.7.2 Limitation of Price**

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.

### **6.7.3 Terms of payment – Single Payment**

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 performed has been accepted by Canada.

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

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

***To be inserted at contract award***

## **6.8 Invoicing Instructions**

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

Invoices must be distributed as follows:

- a. The original and 1 copy must be forwarded to the following address for certification and payment:

***To be inserted at contract award***

- b. 1 copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract:

***To be inserted at contract award***

## **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 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (***To be inserted at contract award***).

### **6.11 Priority of Documents**

If there is a discrepancy between the wordings 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);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Electronic Payment Instruments;
- f) Annex D, Information and Contact;
- g) the Contractor's bid dated \_\_\_\_\_. (***To be inserted at contract award***).

### **6.12 Insurance - No Specific Requirement**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **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".

Solicitation No. - N° de l'invitation  
W0772-22-AM01  
Client Ref. No. - N° de réf. du client  
W0772-22-AM01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003. W0772-22-AM01

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

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#### **6.14 Renovation Work**

The Contractor agrees to give 15 days' notice to any construction or alteration work to be performed on the property that could interfere with the safety and / or comfort of the participants. In such event, Canada may terminate the Contract at any time without liability or cancellation fees. If Canada chooses to terminate this Contract under this provision, the Contractor shall, if requested by Canada, employ, to the best of its ability, to assist Canada in locating an alternative facility with comparable equipment at a comparable price and offset the additional costs incurred by Canada to relocate accommodation services.

## ANNEX "A" – STATEMENT OF REQUIREMENT

### EXERCISE ALOUETTE-MOBILE 20

#### Hotel Services in Pheonix, Arizona

#### 1. Purpose

- 1.1 The Canadian Armed Forces (CAF) requires the provision of services in the Greater Phoenix Area, AZ, USA, for accommodations and hotel amenities.
- 1.2 These services are required when the CAF deploys to Luke AFB, AZ, USA, for the period of 17 November to 17 December 2021 to participate in the ALOUETTE MOBILE Exercise with the 56<sup>th</sup> Fighter Wing at Luke Air Force Base.

#### 2. GENERAL REQUIREMENTS

- 2.1 Hotel Accommodations: The CAF will require single and double occupancy rooms, as per the table below:

Dates	Single Rooms	Double Rooms	Number of Nights
17 Nov to 18 Nov 2021	4	1	1
18 Nov to 14 Dec 2021	47	57	26
14 Dec to 17 Dec 2021	3	6	3

**Note 1 :** Check out will take place the morning of the date listed above.

- 2.2 Parking: Parking must be available for 45 vehicles for the duration of the contract. Parking spaces must be within the vicinity of the hotel(s) and no more than a five (5) minute walk from the front entrance of the hotel. Parking spaces must be large enough to accommodate a variety of rental vehicles including but not limited to, mini-vans and mid-sized vehicles. Occasionally, parking may be required for larger cube trucks which will be required for transporting luggage for CAF personnel. This requirement will be clearly communicated to hotel staff by the CAF Technical Authority (TA).

#### 3. TECHNICAL REQUIREMENTS

- 3.1 Subject to availability, the CAF must have the option of decreasing the number of rooms by up to 25% up to 48 hours to 17 Nov 2021, without incurring any penalties.
- 3.2 Although it is not currently anticipated, there may be a requirement to add Single and Double rooms, up to an additional 10%, over the already identified requirement in paragraph 2.1.
- 3.3 The contractor will be advised no later than 48 hours prior to increasing the allocation, subject to availability.
- 3.4 Additional Room Charges: The Canadian Government is not responsible for personal phone call charges, food and beverage charges, room service, minibar charges, movie rentals/pay per view, laundry fees, or other incidentals that a CAF member can

personally incur. All fees of those types will be charged to the individual(s) in those rooms and will not form part of this contract.

3.5 Room Damages: Any damage to rooms will be reported to an identified CAF accommodations officer for investigation. Individuals found responsible for damage caused to hotel property will be responsible to pay the charges. All charges for damages will not form part of this contract, and will be settled outside of this contract.

3.6 Single Occupancy Rooms: Single Occupancy Rooms must have at a minimum:

- a. A double bed or larger with North American standard bedding. A sofa bed or cot will not be acceptable;
- b. Bed linens must be provided;
- c. A private full bath with a minimum of a toilet, sink, shower, and towels;
- d. A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The CAF will not be invoiced for personal calls made from rooms as telephone charges will not form part of this contract;
- e. A serviceable television with remote control and cable with at least two (2) English channels. No pay per view charges will be paid by the CAF; all personal charges will be paid by personnel at time of check out as television charges will not form part of this contract;
- f. An arm chair or sofa;
- g. An alarm clock or easy, reliable access to wake-up call services;
- h. Two (2) available electrical outlets;
- i. A mini-fridge (note, not mini bar), microwave and coffee machine with available coffee and tea;
- j. Blackout curtains;
- k. Air-conditioning; and
- l. Safes must be made available within the room or at a minimum at the front desk for CAF personnel storage only.

3.7 Double Occupancy Rooms: Double Occupancy Rooms must have at a minimum:

- a. Two (2) double beds or larger with North American standard bedding. A sofa bed or cot will not be acceptable;
- b. Bed linens must be provided;
- c. A private full bath with a minimum of a toilet, sink, shower, and towels;
- d. A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The CAF will not be invoiced for personal calls made from rooms as telephone charges will not form part of this contract;
- e. A serviceable television with remote control and cable with at least two (2) English channels. No pay per view charges will be paid by the CAF; all personal charges will be paid by personnel at time of check out as television charges will not form part of this contract;
- f. An arm chair or sofa;
- g. An alarm clock or easy, reliable access to wake-up call services;
- h. Two (2) available electrical outlets;
- i. A mini-fridge (note, not mini bar), microwave and coffee machine with available coffee and tea;
- j. Blackout curtains;
- k. Air-conditioning; and
- l. Safes must be made available within the room or at a minimum at the front desk for CAF personnel storage only.

- 3.8 It is desirable that the Contractor accommodates CAF personnel in one (1) hotel facility. If it is not feasible to accommodate all personnel in one hotel, preference will be given to the Contractor that provide accommodation in the fewest amount of hotel, up to a maximum of three different locations, as possible located in the shortest distance from one another. All hotels must meet the requirements outlined in this document. Additionally, it is preferable that the rooms are block booked by floor, rather than being spread throughout the hotel.
- 3.9 Room Access: Access to all rooms occupied by CAF personnel may be required throughout the duration of the contract by designated CAF personnel. These designated personnel will be identified via a list to be provided to the Hotel Liaison Representative(s).
- 3.10 The Contractor must provide one room key per person staying in each room. Keys will be picked up and managed by an identified point of contact of the CAF.

#### 4. MANDATORY REQUIREMENTS

- 4.1 The following are mandatory technical criteria for accommodation services:
- 4.2 The Contractor must provide the services outlined in the Statement of Work.
- 4.3 Location Requirements: The hotel(s) must be located in a safe neighbourhood of greater Phoenix area, AZ. All hotels must be located within eleven (11) miles driving radius of Luke Air Force Base, 14185 Falcon St, Luke AFB, AZ 85309, USA. Google Maps will be used to calculate distances.
- 4.4 Point of Contact: The Contractor must provide local staff member(s) as the primary point of contact for all matters relating to accommodation services. The individual(s) must be available from 0800 to 1800 local time daily. For matters occurring outside these hours, a contact person and number must be provided if different than the designated individual(s). The individual(s) must be able to communicate effectively in English.
- 4.5 Hotel Facilities Requirements: The Contractor must provide the following facilities: Single Occupancy rooms and Double Occupancy rooms as outlined in paragraph 2.1 and further described in paragraph 3.6 and 3.7.
- 4.6 Rooms allocated as per the contract must not be changed unless it becomes necessary to do so as a result of maintenance issues or as requested and coordinated by the CAF TA.
- 4.7 The proposed hotel(s) must provide early check-in and late check-out as required to accommodate flight schedules and flight changes. If not feasible, a secured luggage storage area must be provided.
- 4.8 Amenities: The Contractor must provide access to all hotel amenities for the duration of the personnel's stay and must include at least a self-serve laundry facility, a swimming pool and an on-site fitness facility.
- 4.9 Parking: Parking spaces must be provided as described in paragraph 2.2.
- 4.10 Restaurants: There must be at least three (3) or more restaurants within 1 mile walk of the hotel(s). CAF personnel will be responsible to pay for their own purchases.
- 4.11 Laundry Facility: The hotel must provide access to a self-serve laundry facility on-site that can accommodate daily laundry services to CAF personnel and contains a minimum of



three (3) washing machines and a minimum of three (3) drying machines. Individual CAF personnel will be responsible to pay for their own laundry and will not form part of this contract.

4.12 Access to Internet: The internet must be included via Wi-Fi throughout all common areas, guest rooms and conference rooms.

4.13 Cleaning: Every second day (at a minimum) accommodation must be:

- a. Cleaned including bathrooms (toilet paper, added as required);
- b. Beds made up, with fresh and clean linens as requested by guests;
- c. Fresh towels, all toiletries (including but not limited to soap and shampoo) (based on single or double occupancy) provided; and
- d. At least one (1) or two (2) sanitized (cleaned or disinfected is acceptable) drinking glass (based on single or double occupancy).

4.14 Access to guest rooms: All rooms must be accessed by internal corridors only, no exterior door.

4.15 Due to crew rest requirements, contractor may not permit noisy construction work taking place within or on grounds for the full duration of this contract.

## 5. CONSTRAINTS:

5.1 The Contractor will be given forty-eight (48) hours' notice of when service dates may need to be amended due to flight delays;

5.2 Cancellation Policy: The Cancellation Policy for an individual room shall be 48 hours' notice before check-in with one night per room penalty for any excess cancellations above the 25% reduction at no cost mentioned in Section 3.1.

## 6. CLIENT SUPPORT:

6.1 Department of National Defence will ensure that contractor is fully compensated for all work performed as per contracted amount.

6.2 The contractor may be required to provide additional support and services not specifically identified within the Statement of Work. Any support or service provided without the prior authorization of the Crown Representative is at the contractor's risk and expense.

6.3 Department of National Defence will provide a point of contact to act as Technical Authority.

## ANNEX "B" – BASIS OF PAYMENT

The Bidder must provide accommodation services 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 in room price.**

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

### ACCOMMODATION REQUIREMENTS

Check-in 2021	Check-out 2021	Estimated number of guestroom required	Estimated number of nights (a)	Number of rooms offered (b)	Daily rate (in USD \$) (c)	Total estimated value (in USD \$) (a*b*c)
<b>Single Occupancy (1 bed)</b>						
17 November	18 November	4	1			
18 November	14 December	47	26			
14 December	17 December	3	3			
<b>Double Occupancy (2 beds)</b>						
17 November	18 November	1	1			
18 November	14 December	57	26			
14 December	17 December	6	3			
<b>Total estimated value of accommodations <u>without</u> applicable taxes &amp; fees:</b>						
<b>Total estimated value of accommodations <u>with</u> applicable taxes &amp; fees:</b>						

Indicate % of applicable Federal Tax: \_\_\_\_\_

Indicate % of applicable State Tax: \_\_\_\_\_

Indicate % of applicable Local Tax: \_\_\_\_\_

Indicate % of applicable Marketing Tax: \_\_\_\_\_

Other fees (if applicable): \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W0772-22-AM01  
Client Ref. No. - N° de réf. du client  
W0772-22-AM01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003. W0772-22-AM01

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

### **PARKING REQUIREMENTS**

<b>Arrival 2021</b>	<b>Departure 2021</b>	<b>Estimated number of vehicles</b>	<b>Estimated number of nights (a)</b>	<b>Parking Spots Offered (b)</b>	<b>Daily rate (in USD \$) (c)</b>	<b>Total estimated value (in USD \$) (a*b*c)</b>
17 November	17 December	45	30			
<b>Total estimated value of parking <u>without</u> applicable taxes &amp; fees:</b>						
<b>Total estimated value of parking <u>with</u> applicable taxes &amp; fees:</b>						

Should parking be included in the room rate, please indicate "No Charge" under parking.

<b>Accommodations &amp; Parking, <u>without</u> taxes (in USD \$):</b>	
<b>Accommodations &amp; Parking, <u>with</u> taxes (in USD \$):</b>	

Note: For financial evaluation purposes, all fees will be used.

Solicitation No. - N° de l'invitation

W0772-22-AM01

Client Ref. No. - N° de réf. du client

W0772-22-AM01

Amd. No. - N° de la modif.

File No. - N° du dossier

Ip003. W0772-22-AM01

Buyer ID - Id de l'acheteur

Ip003

CCC No./N° CCC - FMS No./N° VME

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### **ANNEX “C” – 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);

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## ANNEX "D" – INFORMATION AND CONTACTS

### 1. Bidder Information

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	

### 2. Property Information

Property name:	
Legal name of the company:	
Street address:	
City:	
Province/ State:	
Postal /Zip or Area Code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	
PBN:	

#### **Note: Procurement Business Number (PBN) for Canadians Bidders only**

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## ANNEX "E"- MANDATORY TECHNICAL EVALUATION CRITERIA

### 1. GENERAL

Each mandatory technical criterion should be addressed separately, in the Technical Evaluation Grid below.

Bidders can provide additional documentation in their bid demonstrating that their proposed facility meets each and every criterion. Supporting documentation could include but not limited to a printed operator's manual, printed technical/sales brochures and/or certifications.

Canada will not check websites. Bidder must provide all information needed to evaluate their Technical Bid, in the Technical Bid package.

### 2. PROPOSAL REQUIREMENTS

Bidders will be assessed in accordance with the criteria detailed in Annex "A", Statement of Work. A bid must met **all mandatory requirements** to be declare responsive.

The Bidder should provide a completed Compliance Matrix (below). Canada reserves the right to verify all other mandatory requirements included in Annex "A" – Statement of Work.

### 3. QUANTITY OF SUBMITTED GUESTROOMS

The Bidder is offering the following amount of guestrooms:

From November 17<sup>th</sup> to December 17<sup>th</sup> 2021

Single Occupancy: \_\_\_\_\_ (insert amount of guestrooms).

Double Occupancy: \_\_\_\_\_ (insert amount of guestrooms).

Priority for contract award will be given to full bids providing all accommodations under 1 establishment.

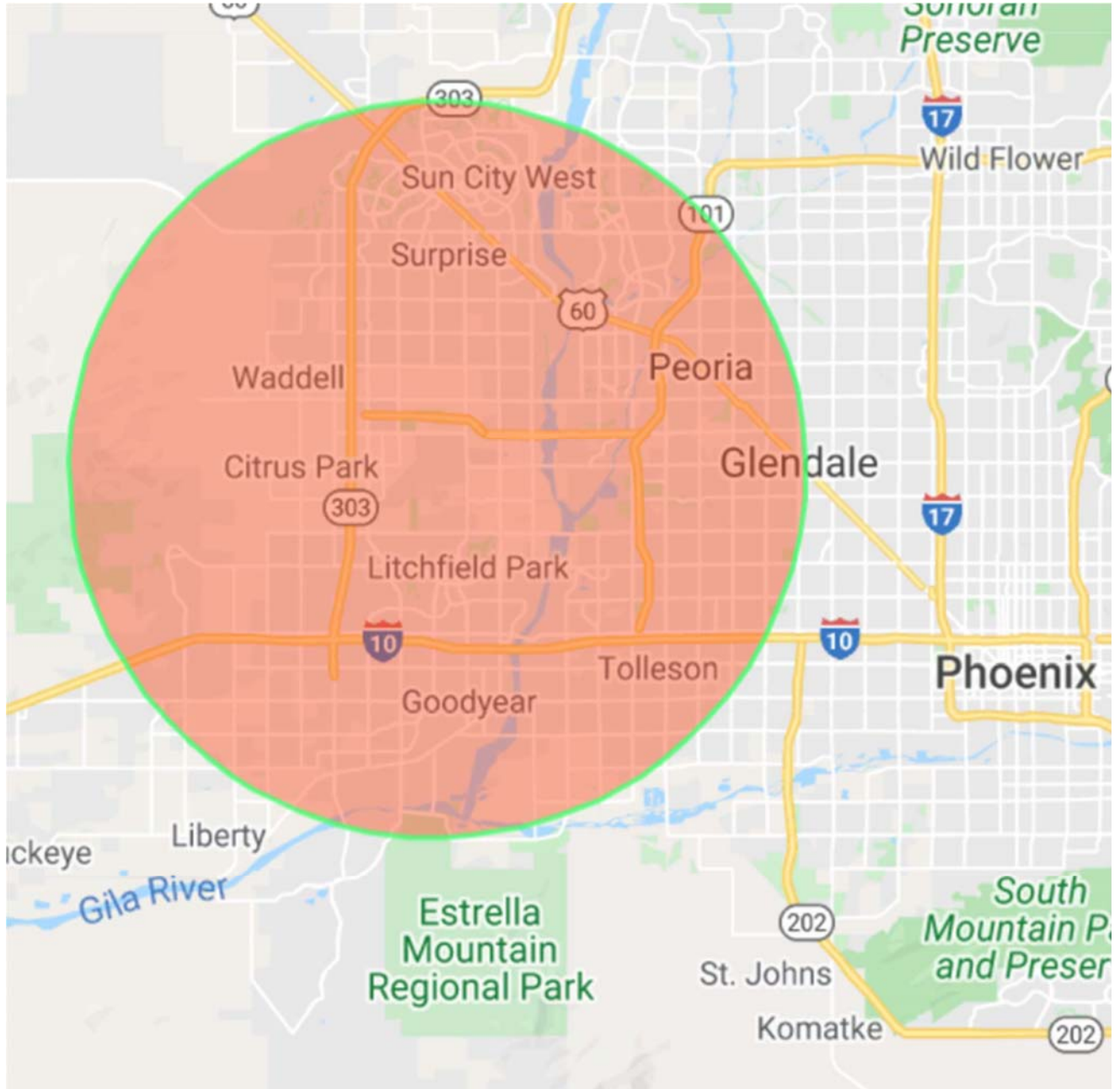
**MANDATORY REQUIREMENTS :**

Item #	Annex A Reference	Requirement	Bidder's Information (Bidder to insert)	Criteria Met Yes or No (Reserved for evaluator)
1		Distance requirement: The driving distance of the property from a specific point is:  Note: Bidder should include a screenshot of Google Maps to clearly indicate the driving routes between the property and the Luke AFB, AZ, USA	_____km  _____minutes away	
2		All rooms must have a private bathroom with a minimum of toilet, sink, and shower.		
3		Rooms must be equipped with Air Conditioning.		
4		Rooms must have Wi-Fi access included in the room cost.		
5		The Contractor must perform general room cleaning service on a minimum every other day basis.		
6		The Contractor must provide on-site parking space for a minimum of 45 vehicles for the accommodation period.		
7		The Contractor must provide access to high speed internet wi-fi and LAN, faxing and printing facilities, on site.		
8		Access must include at least a self-serve laundry facility, a swimming pool and an on-site fitness facility.		
9		There must be at least three (3) or more restaurants within 1 mile walk of the hotel(s).		

Note: For evaluation purposes, Google Maps will be used to confirm the distance of the property (km) Luke AFB, AZ, USA.

### ANNEX "F"- MADATORY AREA FOR HOTEL LOCATION

The hotel must be located no farther than an eleven (11) mile radius from Luke Air Force Base.





Solicitation No. - N° de l'invitation  
W0772-22-AM01  
Client Ref. No. - N° de réf. du client  
W0772-22-AM01

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

## **RFP AMENDMENT 001 FOR Hotel Services in Phoenix, Arizona**

This RFP Amendment 001 is raised to change Annex E .

### **1- At Annex "e", MANDATORY TECHNICAL EVALUATION CRITERIA:**

- 1.1 At **Mandatory Requirements** ; Delete item # 6 in its entirety and replace it by the following: The Contractor must perform general room cleaning service on a minimum every other day basis.
- 1.2 At **Mandatory Requirements:** Delete numbers under Item # column and replace with proper numbering sequence.

**All other terms and conditions remain the same**