



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
Alberta

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

Title - Sujet Cadet Flying Training	
Solicitation No. - N° de l'invitation W4295-21S002/A	Date 2022-02-08
Client Reference No. - N° de référence du client W4295-21S002	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-403-12221	
File No. - N° de dossier EDM-1-44098 (403)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Mountain Standard Time MST on - le 2022-03-01 Heure Normale des Rocheuses HNR	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Singh(div. edm), Vinay V.	Buyer Id - Id de l'acheteur edm403
Telephone No. - N° de téléphone (587) 341-8025 ()	FAX No. - N° de FAX (418) 566-6167
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence 17 Wing, Bldg 52 PO Box 17000 Stn Forces WINNIPEG Manitoba R3J 3Y5 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
Canada Place/Place du Canada
Suite 1000
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

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

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PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

The Work to be performed is detailed under Article 6.1 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 allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.4 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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 Western Region Bid Receiving Unit

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

roreceptionSoumissions.wrbidreceiving@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.

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

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: 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.

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 Alberta, Manitoba or Saskatchewan.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder is strongly encouraged to 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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

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

- (a) Ability to perform the full scope of work as described in Annex A, Statement of Work;
- (b) Provision of pricing as detailed in Annex B, Basis of Payment;
- (c) Completion and submission of Annex C, Mandatory Technical Evaluation Criteria.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 vaccination requirement certification

See Annex E.

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 Requirement

The Contractor must provide the items detailed under the "Requirement" 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](#) (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

[4013](#) (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024 inclusive.

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 3 additional 1 year period(s) 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 30 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

The Contracting Authority for the Contract is:

Name: Vinay Singh
Title: a/Procurement Specialist
Public Works and Government Services Canada
Procurement Branch
Directorate: Real Property Contracting
Address: Canada Place

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9700 Jasper Avenue, 10th Floor
Edmonton, AB
Telephone: 587-341-8025
Facsimile: 1-418-566-6167.
E-mail address: vinay.singh@pwgsc-tps.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: (provided at contract award)

Name: _____
Title: _____
Organization: _____
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: _____
Organization: _____
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: 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 \$_____ (To be determined. Customs duties are excluded 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](#) (2017-08-17) Limitation of Price

6.7.3 Multiple Payments

SACC Manual clause [H1000C](#) (2008-05-12) Single Payments

6.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

6.7.5 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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 Applicable Laws

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

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 supplemental general conditions [4013](#) (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions [2010C](#) (2021-12-02) General Conditions - Services (Medium Complexity);
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Mandatory technical requirement;
- (g) Annex D, Electronic Payment Instruments;
- (h) Annex E, COVID-19 vaccination requirement certification;
- (i) the Contractor's bid dated _____.

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000
File No. - N° du dossier
EDM-1-44098

Buyer ID - Id de l'acheteur
EDM403
CCC No./N° CCC - FMS No./N° VME

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](#)".

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EDM403
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ANNEX "A"

STATEMENT OF REQUIREMENT

See attached.

ANNEX "B"

BASIS OF PAYMENT

1. All rates below will be inclusive of all facility requirements as outlined in the SOR.
2. Preferred method of invoicing would be one invoice at the end of the term, per fiscal year, but flexible with Supplier if right fit.
3. Single occupancy vs. double occupancy is subject to existing Public Health Orders (PHO) at the time of booking. (#1 or #2, not both)
4. Rental of facility – may include additional rooms such as office space or medical and storage rooms, or can be a separate rate.
5. Taxes, if applicable, are not to be included.
6. Estimates have been provided for evaluation purposes only and may not reflect actual business volumes under the resulting Contract. Unit prices will prevail, and in the event that there is a discrepancy between the unit price and the estimated total, Canada reserves the right to correct the estimated total using the firm unit price. A unit rate must be included for each line item. Failure to do so will result in your tender being deemed non-responsive.
7. Offers will be compared based on the total evaluated price (see below).

Year 1

ACCOMODATIONS				
Item	Description	Estimated Quantity (a)	Rate (b)	Total (a) x (b)
1	Single Occupancy – per night (preferred for PHO)	138	\$	\$
2	Double Occupancy – per night (second option if required by PHO) <i>**Single Occupancy – per night, same rate as item 1, this item will not be used in the evaluation of the price.</i>	33 73	\$	\$
3	Offices – per month	9	\$	\$
4	Additional administrative rooms – per month	4	\$	\$
5	Rental of facility (remaining space and property) – per month	1	\$	\$
Subtotal A: Item 1, Item 2, Item 3, Item 4 & Item 5= Estimated Total Amount (GST Extra)				\$

Year 2

ACCOMODATIONS				
Item	Description	Estimated Quantity (a)	Rate (b)	Total (a) x (b)
1	Single Occupancy – per night (preferred for PHO)	138	\$	\$
2	Double Occupancy – per night (second option if required by PHO) <i>**Single Occupancy – per night, same rate as item 1, this item will not be used in the evaluation of the price.</i>	33 73	\$	\$
3	Offices – per month	9	\$	\$
4	Additional administrative rooms – per month	4	\$	\$
5	Rental of facility (remaining space and property) – per month	1	\$	\$
Subtotal B: Item 1, Item 2, Item 3, Item 4 & Item 5= Estimated Total Amount (GST Extra)				\$

Optional Year 1

ACCOMODATIONS				
Item	Description	Estimated Quantity (a)	Rate (b)	Total (a) x (b)
1	Single Occupancy – per night (preferred for PHO)	138	\$	\$
2	Double Occupancy – per night (second option if required by PHO) <i>**Single Occupancy – per night, same rate as item 1, this item will not be used in the evaluation of the price.</i>	33 73	\$	\$
3	Offices – per month	9	\$	\$
4	Additional administrative rooms – per month	4	\$	\$
5	Rental of facility (remaining space and property) – per month	1	\$	\$
Subtotal C: Item 1, Item 2, Item 3, Item 4 & Item 5= Estimated Total Amount (GST Extra)				\$

Optional Year 2

ACCOMODATIONS				
Item	Description	Estimated Quantity (a)	Rate (b)	Total (a) x (b)
1	Single Occupancy – per night (preferred for PHO)	138	\$	\$
2	Double Occupancy – per night (second option if required by PHO) <i>**Single Occupancy – per night, same rate as item 1, this item will not be used in the evaluation of the price.</i>	33 73	\$	\$
3	Offices – per month	9	\$	\$
4	Additional administrative rooms – per month	4	\$	\$
5	Rental of facility (remaining space and property) – per month	1	\$	\$
Subtotal D: Item 1, Item 2, Item 3, Item 4 & Item 5= Estimated Total Amount (GST Extra)				\$

Optional Year 3

ACCOMODATIONS				
Item	Description	Estimated Quantity (a)	Rate (b)	Total (a) x (b)
1	Single Occupancy – per night (preferred for PHO)	138	\$	\$
2	Double Occupancy – per night (second option if required by PHO) <i>**Single Occupancy – per night, same rate as item 1, this item will not be used in the evaluation of the price.</i>	33 73	\$	\$
3	Offices – per month	9	\$	\$
4	Additional administrative rooms – per month	4	\$	\$
5	Rental of facility (remaining space and property) – per month	1	\$	\$
Subtotal E: Item 1, Item 2, Item 3, Item 4 & Item 5=				\$
Estimated Total Amount (GST Extra)				\$

Total Evaluated Price:

Subtotal A: Estimated Total Amount	\$
Subtotal B: Estimated Total Amount	\$
Subtotal C: Estimated Total Amount	\$
Subtotal D: Estimated Total Amount	\$
Subtotal E: Estimated Total Amount	\$
Total Evaluated Price	\$

ANNEX "C"

MANDATORY TECHNICAL CRITERIA

Instructions to Bidders

1. A complete list of the mandatory evaluation criteria are detailed below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
8. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

*Desirables will not be used as part of the evaluation.

**PHO – *Public Health Orders* may be a factor and highlighted below.

Item	Requirement	Status (M) Mandatory (D) Desirable*	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents
Location of accommodations and main feeding facility				
1	Shall be within 45 minutes' drive to one of the designated airports to be used for training.	M		
2	Shall be located within 3 hours of a major airport capable of handling scheduled commercial airline service	D		
3	Shall be within 30 minutes (ground travel) of a Medical Centre for medical and emergency services	M		
4	Shall be within 30 minutes (ground travel) of a Centre for dental services.	M		
5	Shall be within 45 minutes (ground travel) to local vendors for food and supplies	M		
Living quarters				
6	Shall be located in close proximity to each other	M		
7	No more than 10 minutes walking distance to dining and training facilities	M		
8	All rooms shall be climate controlled by occupant	M		
9	All rooms will have 1 shower, 1 toilet, 1 hand washing sink (<i>if PHO restrictions in place</i>)	D		
9.a	Should PHO allow it, shared washrooms would be an alternative but must be gender segregated and single showers	M		
10	All rooms will have a large lockable locker or closet for personal storage	M		
11	Single occupancy rooms for up to 150 personnel (<i>if PHO restrictions place</i>)	D		
11.a	Should PHO allow it, share accommodations will be acceptable up to:: - 4 per room for students & staff cadets - 2 per room for junior staff - Single room for senior staff	M		
Facilities				
12	All leased facilities shall have access to washroom/toilet facilities in sufficient quantities to satisfy the needs of the occupants, and be located nearby or adjacent to the area they are meant to serve	M		

13	Adequate outdoor lighting is provided for all leased facilities.	M		
14	Provide emergency lighting for all facilities used by the Crown including an outdoor emergency (lighted) gathering area capable of holding all on-site-personnel.	M		
15	A large facility for seating up to 150 personnel such as a gym or large meeting area	M		
15.a	Large facility to include a stage, lighting and audio system for public addresses. (SOR #48)	D		
16	An outdoor space large enough for a Standard SeaCan. This space shall be in close proximity to the accommodations / Support Services office space for easy access by supply staff. (SOR #49)	D		
17	A designated medical area a outlined in SOR (#53-55)	M		
18	9 additional rooms for offices, requirements outlined in SOR (#47)	M		
19	Eating facilities capable of feeding all staff and cadets within a two hour timeframe.	M		
19.a	The eating facility shall be no more than a 10 minute walking distance from the accommodations.	D		
Recreation				
20	Designated area for staff cadets for canteen minimum size of 120 m ² and lounge area with tables and chairs to seat a minimum of 10 persons a minimum size 10 m ² and have access to both male and female washrooms	M		
21	A facility for adult staff that can be licensed by the Supplier through the applicable provincial liquor authority. This facility shall be for exclusive use of the Crown have a minimum capacity of 75 personnel and not be located in close proximity to cadet accommodations and Canteen areas. The adult staff facility should be a minimum of 80 m ² .	D		

22	Indoor and outdoor recreational facilities/area such as a gymnasium and an outdoor sports area. These facilities and areas shall be available for use exclusively by the Crown during the summer period when scheduled and agreed upon by the Crown and Supplier. The facilities shall be capable of having up to 35 persons engaged in sports activities at any one time.	D		
23	A sports field is required that can accommodate up to 50 cadets. The sports field should be large enough to accommodate a baseball diamond and soccer pitch	D		
Data/Telephone Communications				
24	Shall provide data communication lines (data/voice outlets) in every office and or workstation in multi-occupancy offices or provide the Crown with the ability to install temporary surface mount wiring for this purpose.	M		
25	Space in each building for data communication hardware	M		
Outdoor Areas				
26	An outdoor designated zone near the accommodations and offices utilized to arrivals and departures. An area suitable for two (2) 48-passenger busses and one (1) 5-ton truck. The area shall be situated such that it complies with traffic regulations and personnel are safe from vehicle traffic while disembarking.	M		
27	Shall provide non-meter parking for adult staff within a reasonable walking distance to the living quarters.	M		
27.a	Up to 70 parking spaces will be required.	D		

Solicitation No. - N° de l'invitation
W4295-21S002/A
Client Ref. No. - N° de réf. du client
W4295-21S002

Amd. No. - N° de la modif.
000
File No. - N° du dossier
EDM-1-44098

Buyer ID - Id de l'acheteur
EDM403
CCC No./N° CCC - FMS No./N° VME

ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "E"

COVID-19 VACCINATION REQUIREMENT CERTIFICATION

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of _____ (*name of business*) pursuant to _____ (*insert solicitation number*), warrant and certify that all personnel that _____ (*name of business*) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- a. fully vaccinated against COVID-19;
- b. for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Solicitation No. - N° de l'invitation
W4295-21S002/A
Client Ref. No. - N° de réf. du client
W4295-21S002

Amd. No. - N° de la modif.
000
File No. - N° du dossier
EDM-1-44098

Buyer ID - Id de l'acheteur
EDM403
CCC No./N° CCC - FMS No./N° VME

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the *Privacy Act*. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

Statement of Requirements

For Accommodations and Services

Regional Cadet Support Unit (Northwest)

Cadet Flying Training Centre

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SECTION 1 - SCOPE

Purpose

1. The purpose of this Statement of Requirement (SOR) is to define the infrastructure and services required for providing quarters and limited office space for administrative and support staff to the Regional Cadet Support Unit (Northwest) (RCSU (NW)) Cadet Flying Training Centre (CFTC), which will operate between June and August annually, consecutively for two (2) years, and three (3) additional option years, for a total of up to five (5) years.

Background

2. RCSU (NW) CFTC will train approximately a minimum 30 Air Cadets, to a maximum of 50 Air Cadets (ages 16-18) during the summer training period. There is approximately 88 support and operations staff required to run the CFTC, which are comprised of senior cadets (Staff Cadets), members of the Canadian Forces and civilians. There is one (1) seven-week course that results in approximately 138 persons (staff and cadets) on site per day during the peak training period (1st week in July to 3rd week in August) . This figure could be within plus or minus 10% of the total.
3. Flying operations infrastructure and aircraft maintenance/storage to support the CFTC training is provided for under separate contract.
4. Prior to the arrival of cadets at RCSU (NW) CFTC in early July, staff are trained for approximately two (2) weeks in flying operations specific to the airport.
5. The programs provided to the cadets during the summer period are conducted to enhance the training they have previously received during the academic year at their home Units. During the summer training period, cadets will receive instruction in the Glider Pilot Training Course (GPTC). Approximately seven (7) weeks in length, this course trains cadets in gliding theory and practical application to a level where they receive their Transport Canada Gliding licence.
6. While the courses run at RCSU (NW) CFTC may change from year to year, the number of cadets and facility requirements are likely to remain the same.

Layout

1. The statement of work is divided into several sections. Each section represents requirements that can be grouped together logistically. For ease of reading, a table of requirements is listed within the section. It should be noted that each table gives only an approximate size (in m2) of the facilities required.

Terminology

1. The following terminology is used in this SOR:
 - DND – Department of National Defence
 - CF – Canadian Forces
 - CFTC – Cadet Flying Training Centre
 - Crown – unless otherwise stated means the Department of National Defence
 - GPTC – Glider Pilot Training Course
 - IHP – In-House Population (cadet, staff cadet and adult staff staying in quarters)
 - LAN – local area network
 - MIR – Medical Inspection Room
 - NPF – Non Public Funds
 - RCSU (NW) – Regional Cadet Support Unit (Northwest)
 - Shall – indicates mandatory or essential requirements
 - Should – requirements that are not mandatory but are preferred or desirable
 - SOR – Statement of Requirements
 - Supplier – company providing the service
 - TC Ops – Training Center Operations
 - Trg - training

SECTION 2 - APPLICABLE DOCUMENTS

1. The following documents support this SOR and shall be considered as supplemental information if not specifically identified in the text. In the event of conflicts between the documents referenced below and the content of the SOR, the contents of the SOR shall take precedence. If reference provide different standards, the higher standard shall take precedence. All listed documents are available on demand:
 - a. CFAO 34-13 Hygiene and Sanitation;
 - b. Chapter 5 of Food Service Direction and Guidance Publication;
 - c. Chapter 3 and 4 of A-85-269-001/FP-006 (Catering Contracts Manual);
 - d. CFSB Standards (Canadian Government Standards Bureau). Is available through Sales Unit, Ottawa Canada K1A 1G6;
 - e. Approved Products List. Is available through National Defence Headquarters, MGEN George R. Pearkes Bldg, Directorate of Food Services, Food Evaluation Centre, Ottawa, Canada K1A OK2.
 - f. Environmental Policy. The following, which is available through respective environmental agencies, is the legal and policy framework regarding the environment as it relates to the SOR:
 - (1) Overall commitment to the environment:
 - (a) DAOD 4003-0 Environmental Protection and Stewardship;
 - (2) Refrigerant Maintenance (Halocarbon Management):
 - (a) Canadian Environmental Protection Act: Federal Halocarbon Regulations; and
 - (b) Environment Canada's Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems;
 - g. Hazardous Materials Management:
 - (1) DAOD 4003-1 Hazardous Materials Management;
 - (2) A-LM-187-004/JS-OO 1: Hazardous Materials Manual; and
 - (3) Environmental Directive ED 4003-02 (28 November 2000) Management of Storage Systems for Petroleum Products and Allied Petroleum Products;
 - h. Biomedical Waste Management:
 - (1) CCME Guidelines for Management of Biomedical Waste in Canada;
 - i. Water (for consumption) Quality:
 - (1) Guidelines for Canadian Drinking Water Quality, 6th Ed.;
 - j. Solid Waste Management:
 - (1) Environment Act (NSEA) Part IX -Waste Management: Solid Waste Resource Regulations; and
 - k. Planning a new Activity I Project:
 - (1) Fisheries Act;
 - (2) DAOD 4003-2 Environment Assessment; and
 - (3) DND Environmental Assessment Manual, 1996;
 - l. Criminal Code, R.S.C. 1985, c.C-46;
 - m. The Sanitation Code for Canada's Foodservice Industry (Canadian restaurant and Foodservices Association, 1992);
 - n. Scale 90 or applicable CFCEM Accommodation Scale;
 - o. Scale 55 or applicable CFCEM Parking Scale;
 - p. Air Cadet Gliding Program Manual A-CR-CCP-242/PT-005;
 - q. Canada Occupational Health and Safety Regulations (COHSR), Part VIII Electrical; and
 - r. Canada Electrical Code.

SECTION 3 - SUPPORT REQUIREMENTS.

General Points and Conditions for the Bidder to Consider

1. The accommodations and main feeding facility shall be within 45 minutes' drive to the airport where applicable. Further, the Crown will be contracting directly with the local community for various services. The RCSU (NW) CFTC shall be located within 3 hours of a major airport capable of handling scheduled commercial airline service. Emergency Medical and Dental shall be available within 30 Minutes of the CFTC.
2. Upon possession, the CFTC shall be turn-key and fully operational. Furniture and fixtures provided by the Supplier (such as beds, electrical fixtures, lamps, etc.) shall be provided and ready for use. Accommodations and office space associated with the accommodations space shall be ready for occupancy. All computers will be provided and installed by the Crown.
3. Any extra set-up and tear down requirements will be determined by the Crown and Supplier 30 days prior to occupation.
4. To facilitate effective supervision of the cadets, the living quarters shall be located in close proximity to each other and as close as possible to dining and training facilities. The dining facility should ideally be no more than ten (10) minutes walking distance of the living accommodations.
5. All buildings and facilities occupied or utilized by the Crown in any way shall be maintained at the expense of the Supplier such that they are in compliance with the National Building Code at all times. Messing facilities must meet the regulations as set forth in the Sanitation Code of Canada's Food Service Industry (C-85-011-009/FP-001), Federal Halocarbon Regulations, and Canadian Environment Protection Act.
6. Expenses associated with the maintenance and operation of all buildings and facilities utilized by the Crown shall be borne by the Supplier (i.e. electricity, water, heat, sewage etc.). The Supplier shall ensure there is a sufficient quantity of approved electrical outlets in quarters and offices to meet the needs of the Crown.
7. The Crown shall provide potable water in accommodations facilities used during the summer period through the use of portable water coolers and contracted water services. The Supplier shall ensure to have appropriate electrical outlets to support portable water coolers on each floor of the accommodations and in the TC Ops Office.
8. All leased facilities shall have access to washroom/toilet facilities in sufficient quantities to satisfy the needs of the occupants, and be located nearby or adjacent to the area they are meant to serve.
9. The Supplier shall provide sufficient receptacles for the collection of garbage and recycling material in all facilities and be responsible for the daily disposal of garbage and weekly disposal of recyclable materials.
10. The Supplier shall be responsible for maintenance for all facilities (including yard grounds).
11. All facility areas shall be located no more than 30 minutes (ground travel) from a medical centre with emergency facilities.
12. The Supplier shall comply with all applicable Federal, Provincial, and Municipal environmental legislation, regulations, policies, and guidelines for each activity outlined in this SOR. The Supplier should attempt to use existing structures and facilities and not establish new facilities for such activities, unless it can be properly designed with engineering and environmental controls.
13. The Supplier shall permit the hanging of pictures, posters, signs, and notices within the facilities.

14. The Supplier shall provide the Crown with an emergency response plan that outlines plans in the event of an evacuation, fire, flood, environmental hazard (tornado, thunderstorm), or any other threat requiring an emergency response.
15. The Supplier shall ensure that access to the accommodations areas are secured with locking mechanisms to prevent unauthorized persons access.
16. The Supplier shall ensure that adequate outdoor lighting is provided for all leased facilities. The Supplier shall provide emergency lighting for all facilities used by the Crown including an outdoor emergency (lighted) gathering area capable of holding all on-site-personnel.
17. All employees and sub-contractors of the Supplier shall undergo a reliability check (criminal and child abuse registry) through the Canadian Police Information Centre (CPIC). The refusal of the applicant to authorize or provide the screening request or the failure to provide complete and accurate information shall result in the applicant being denied employment. Before hiring, the Crown shall review any offences or charges found during the clearance. Identification of the applicant is not required. The Crown reserves the right to refuse employment to any person that is deemed a high risk to a youth environment.
18. The Crown reserves the right to require Supplier's personnel to receive appropriate training to meet any policies/programs required by DND (i.e. WHMIS, Harassment Prevention Guide for Adults Working with Cadets, etc.).
19. The Supplier shall incorporate any changes in DND policy that result in changes to rations and quarters.
20. The Supplier shall provide an adequate number of site and building plans.
21. The Supplier shall provide facilities management and liaison (point of contact) that is available on a 24-hour basis, seven (7) days a week. Contact person must be available to be on-site within 30 minutes of being contacted.
22. The Supplier should be responsible to ensure adequate pay phones are available in each accommodation facility throughout the training period.

Security

1. The facilities shall be secured to the Crown's satisfaction and meet the following conditions:
 - a. The Crown shall retain the right to control access;
 - b. windows and other access points shall be inspected to determine if they satisfy Crown security requirements and wire mesh or bars will be installed, if necessary, by the Supplier on Crown request; and
 - c. doors shall be inspected including the locking mechanism (deadbolts) to determine if they satisfy Crown security requirements and will be replaced if necessary by the Supplier on Crown request.

Accommodations

1. Shared sleeping accommodations pose a higher risk of transmission / infection of the COVID-19 virus due to prolonged exposure in confined spaces with other persons. Due to this heightened risk, wherever possible single accommodations (one person per room) shall be provided, and all rooms shall be climate controlled by the occupant. The Supplier shall provide accommodations in accordance with the forecasted arrival/departure schedule, which will be determined 30 days prior to occupation. The following additional conditions shall apply:
 - a. estimated total number of bed nights is detailed in Figure 1; and
 - b. Cadets and adult staff shall have separate accommodations. These should be in accordance to Figure 1.

2. The Supplier shall provide, at minimum, the following for each individual:
 - a. acceptable bed and mattress (bunk beds are acceptable) with mattresses replaced if necessary on Crown request. The Crown reserves the right to determine what is acceptable;
 - b. bedding, consisting of two sheets, one pillow, one pillowcase, two blankets (one should be heavyweight/fire blanket), and a mattress cover. Occupants will be responsible for stripping and making their beds. The Supplier will ensure that there is enough sheets, pillows, blankets, pillows on hand to allow for a once per week bedding exchange. As well, additional bedding shall be available for cadets/staff that have allergies to the bedding held by the Landlord. Extra linen is to be made available to the Crown to permit occupants to exchange linen in advance of scheduled linen exchange when necessary;
 - c. cleaning/laundrying of the bedding using non-allergenic supplies;
 - d. laundrying of cadet, staff cadet and staff clothing on a twice-weekly basis;
 - e. a full-size locker or closet suitable for securing personal effects and hanging clothing, uniforms , etc. for each person per room (capable of utilizing a combination lock provided by the occupant).
 - f. that there is an area in each accommodation area that would facilitate ironing. Sufficient amounts of electrical outlets and adequate lighting (to code) will be the responsibility of the Supplier; and
 - g. that there is acceptable privacy curtains/window blinds and lighting (overhead and/or lamp) in accommodations. The Crown reserves the right to determine what is acceptable.
3. The Supplier shall provide toilet and ablution facilities in the living quarters. Preferred is one washroom per room occupant, but one shared washroom per two rooms is acceptable. Showers shall be disinfected daily during non-sleeping hours. Towels and other personal toiletries are to be supplied by the occupants. Extra cleaning supplies should be accessible. One (1) cleaning closet per dormitory and mop rack shall be provided. Ablution facilities and shall include a minimum of:
 - a. 1 shower per washroom;
 - b. 1 toilet per washroom; and
 - c. hand washing sink in either washroom or joined accommodations room
4. The Supplier shall provide an area/office for Training Centre Operations staff (TC Ops) (Figure 2) within the cadet and staff cadet accommodations. This areas shall have a non-pay phone or capability for a land line for supervising staff.
5. The supplier should have an area that has pay phones for cadet use;
6. The Supplier shall provide a laundry facility in close proximity to the living quarters for staff use in addition to the laundry service identified in para 35.d.. A minimum of four (4) washers, four (4) dryers, and two (2) laundry sinks shall be provided by the Supplier to accommodate the staff/staff cadets in order for the staff/staff cadets to do their own laundry. The Supplier shall ensure that emergency maintenance is available to ensure that there is no significant disruption from laundry service.
7. Individuals, except as stated otherwise are responsible for daily cleaning of their room or bed space using cleaning materials and supplies provided by the Supplier.
8. Prior to occupancy, a representative of the Crown and the Supplier shall inspect the interior of all facilities. An inventory of facility contents will be established and all damages and defects recorded on an inspection sheet. Both parties will retain copies of the inspection sheet. After completion of the inspection, facility keys will be provided to the Crown's representative.
9. The assignment of accommodation/bed spaces shall be at the discretion of the Crown. The Crown's representatives will be available to coordinate and supervise all arrivals and departures including the allocation of areas, issue and collection of keys, etc. The Supplier shall provide a key press and all master keys should be kept on the Crown's keyboard. Lost keys will be replaced at the Crown's expense. The Crown will advise the Supplier if a key has to be replaced.

10. Upon completion of the summer training period and when vacating a facility or portion thereof, or, upon permanently vacating a facility or portion thereof, a representative of the Crown and Supplier shall inspect the interior of the facility, including rooms. The inventory of facility contents previously established will be reviewed and any deficiencies or surpluses noted. Furthermore, all damages and defects (fair wear and tear exempt) not previously noted will be recorded. Lifespan of contents shall be amortized into damage costs. Both parties will retain copies of the vacating inspection record. After completion of the inspection, all keys will be returned to the Supplier. The Crown will not be responsible for damages, defects or deficiencies that are not reported by the Supplier within seven (7) days of the final inspection conducted by both parties.
11. Occupants shall be responsible for all damages and defects (fair wear and tear exempt) to individual bed spaces and areas. Damages and defects noted by the Supplier are to be reported immediately to the Crown's representative who will render all reasonable assistance to the Supplier in resolving any such matters. In the case of damages and defects (fair wear and tear exempt) caused by occupants; the Supplier will invoice by room number with specifics and forward the invoice to the Crown's representative.
12. For security reasons, facilities that are to be occupied by the Crown are on an exclusive use basis, notwithstanding the availability of areas that may result from temporary reduction of the forecasted number of personnel housed as contemplated. No other guests shall be permitted to occupy areas or transit through facilities or areas assigned
13. Figure 1 lists the approximate number of persons and size of rooms required for duration of training period.

Figure 1 – Accommodation Standards and Dates

Group	Number of Persons	Scale	Comments
CO	1	Single occupancy. 20 m ² /person minimum.	The living space (net area) shall include single bed, night table, desk and chair, and sitting chair. Personal storage such as closets/wardrobes, bureaus, cupboards, etc., regardless of whether built-in or freestanding, shall be factored into the floor plan exclusive of net area. This space shall have own washroom attached.
Adults	73	Single occupancy. 10 m ² /person minimum.	The living space (net area) shall include single bed, night table, desk and chair, and sitting chair. Personal storage such as closets/wardrobes, bureaus, cupboards, etc., regardless of whether built-in or freestanding, shall be factored into the floor plan exclusive of net area.
Staff Cadets	14	Single occupancy. 10 m ² /person minimum.	Male and female staff cadet accommodations shall be segregated.
Cadets	50	Single occupancy. 10 m ² /person minimum..	Male and female cadet accommodations shall be segregated.
Total IHP	138		

	CO	Adults	Staff Cdts	Cdts	Total
Week 1	+1	+23			24
Week 2		+36			60
Week 3		+8			68
Week 4		+6	+14		88
Week 5				+50	138
Week 6		-2			136
Week 7				-50	86
Week 8		-36	-14		36
Week 9		-9			27
Week 10		-10			17
Week 11	-1	-16			0

Administration and Support Office Spaces

- The Supplier shall provide suitably furnished office space during the period of Crown occupancy as listed in this document. Offices should be furnished with a desk, office chair, lamp/overhead light, and shall have at least one electrical outlet. Additional chairs should be provided to allow for visitors to be seated. Workstations shall be furnished in the same manner. All open offices /workstations shall be able to be secured. All offices/workstations shall be heated and air conditioned. Individual Office space is preferred, and requirements are identified in Fig 2. If individual Office Space is not available, Group Office space will be required grouped by function.

Figure 2 – Administrative Office Space Requirements – Minimum Standards

Description	Quantity	Comments
CO	1	15 m ² (single occupancy, secure room)
DCO	1	11.6 m ² (single occupancy, secure room)
SWO	1	9.3 m ² (single occupancy, secure room)
Orderly Room	1	16 m ² open office (requires a receiving counter and mail distribution point and space for photocopier) Occupants to include C Adm O, P Adm O, UPAR, Rec O's
Padre	1	9.3 m ² (single occupancy, secure room)
Youth Counsellor	1	9.3 m ² (single occupancy, secure room)
TC Ops Office	1	16 m ² open office with four workstations, space for refrigerator, lockable file cabinet and key storage. Occupants include OIC TC Ops, On-shift TC Ops staff
Ground School Staff	1	11.6 m ² With tables and chairs to facilitate small group learning
Support Services	1	16 m ² open office Occupants to include Sup Svcs O, Sp Svcs 2IC, Sup O, Driver / Storesman x 2, ITSPO

1. Amplification of administration requirements:
 - a. Office spaces will have power receptacles appropriate for the number of occupants;
 - b. All office spaces will be climate controlled;
 - c. CO's office should have the ability to hold small briefing sessions (4-6 persons) in addition to the desk area;
 - d. DCO's office shall be located in close proximity to the CO's office;
 - e. CSTC CWO office shall be located in close proximity to the CO's and DCO's offices;
 - f. Chaplain and Counsellor should have an extra chair for interviews;
 - g. The Administrative Office area shall allow for a minimum of six (6) workstations;
 - h. The Support Services Office shall allow for a minimum of four (4) workstations;
 - i. The TC Ops Office area shall allow for a minimum of four (4) workstations; and
 - j. Cadet SWO office should be located with CTC SWO.

2. The Supplier shall provide a large facility with chairs for seating of at least 150 personnel for use periodically (times to be determined by Crown and Supplier). The facility should contain a stage, stage lighting and an audio system (public address). A gym, large meeting area or an indoor parade square may be suitable.

Supply and Storage

1. The Supplier shall provide an outdoor space large enough for a Standard SeaCan. This space shall be in close proximity to the accommodations / Support Services office space for easy access by supply staff.
2. The Supplier shall provide an area in the accommodations area which can be used for general distribution of supply items throughout the summer training period.

Data/Telephone Communications

1. The Supplier shall provide data communication lines (data/voice outlets) in every office and or workstation in multi-occupancy offices or provide the Crown with the ability to install temporary surface mount wiring for this purpose.
2. The Supplier shall provide areas for locating data communication hardware (hubs, routers, etc.) in each building that is being used. All spaces shall have restricted access to persons determined by mutual agreement between Crown and Supplier.

Medical

1. A Medical Inspection Room (MIR) shall be made available for the exclusive use of the Crown that satisfies the minimum requirements listed in Figure 3. The MIR:
 - a. shall be in close proximity to the living quarters;
 - b. facilities shall be grouped together, as they are a cohesive unit; and
 - c. shall have heating and air conditioning; and should be in a low traffic area.
2. Figure 3 lists the facility requirements for the MIR.

Figure 3 – Medical Inspection Room Facilities Requirement

Description	Quantity	Comments
Office / Records Storage / Pharmacy	1	9.3 m ² (secure room) with refrigerator
Reception Area	1	9.3 m ² (secure room)
Examining / Treatment Room	1	9.3 m ² (single occupancy, secure room)
Washroom(s)	1	with accessible showers

1. In addition to Figure 3, the MIR shall have:
 - a. a wash station separate from examining room;
 - b. privacy blinds/curtains on windows;
 - c. linen, blankets, towels and facecloths. These shall be laundered or exchanged once per week at the Supplier's expense. The Crown will separate any laundry that is considered biohazard and the Supplier shall ensure that all Government and Crown regulations are followed when laundering;
 - d. daily cleaning and disinfecting;
 - e. night time lighting at entrance way(s); and
 - f. four (4) chairs in reception area.

Transport Area

1. A bus debarkation point close to the living quarters and administrative space that would be utilized to supervise arrivals and departures is required. This area should be suitable for two 48-passenger busses and one 5-ton truck. The area shall be situated such that it complies with traffic regulations and personnel are safe from vehicle traffic while disembarking.
2. The Supplier shall ensure the vehicle area is well maintained and suitable lighting is provided.

Parking

1. The Supplier shall provide non-meter parking for adult staff within a reasonable walking distance to the living quarters. Up to 70 parking spaces will be required.
2. The Supplier shall provide non-metred parking outside the main accommodations facilities for designated personal and DND vehicles. Crown and Supplier will determine an acceptable number of spaces required 30 days prior to date of start-up.

Cadet Canteen

1. The Supplier shall provide a separate and secure cadet canteen area. Windows, doors and other access points will be inspected to determine if they satisfy Crown security requirements. The canteen area shall be heated and air conditioned and should be in close proximity of a store or vending machines where cadets may purchase snacks and sundry items. The canteen shall be a minimum size of 120 m² and should contain the following:
 - a. TV with cable / satellite connection;
 - b. Space for games tables;
 - c. Tables for independent study / gathering;
 - d. Access to male and female washrooms; and
 - e. Wireless internet access.
2. Within the proximity of the canteen area, the Supplier shall provide an area for cadets to gather (either indoors or outdoors). The area should have seating for approximately 120 cadets. Picnic tables would be acceptable for the outdoor area.

Staff Cadet Lounge

1. The Supplier shall provide a facility, considered suitable by the Crown for use as a Staff Cadet Lounge. The facility should be furnished with sufficient tables and chairs to seat 10 persons. This lounge should contain:
 - a. TV with cable / satellite connection;
 - b. Space for games tables;
 - c. Tables, chairs and / or couches suitable in a lounge facility;
 - d. Access to male and female washrooms; and
 - e. Wireless internet access.
 - f. sufficient electrical outlets to supply power to run various electronic games provided by the Crown.
2. The staff cadet lounge shall be a minimum of 10 m² and have access to both male and female washrooms.

Adult Staff Area

1. The Supplier shall provide a facility for adult staff that can be licensed by the Supplier through the applicable provincial liquor authority. This facility shall be for exclusive use of the Crown have a minimum capacity of 75 personnel and not be located in close proximity to cadet accommodations and Canteen areas. The adult staff facility should be a minimum of 80 m², and should contain the following:
 - a. TV with cable / satellite connection;
 - b. Space for games tables;
 - c. Tables, chairs and / or couches suitable in a lounge facility;
 - d. Access to male and female washrooms; and
 - e. Wireless internet access.

Recreation

1. The Supplier shall provide indoor and outdoor recreational facilities/area such as a gymnasium and an outdoor sports area. These facilities and areas shall be available for use exclusively by the Crown during the summer period when scheduled and agreed upon by the Crown and Supplier. The facilities shall be capable of having up to 35 persons engaged in sports activities at any one time. The Crown will be responsible for providing sports equipment not available through the Supplier.
2. A sports field is required that can accommodate up to 50 cadets. The sports field should be large enough to accommodate a baseball diamond and soccer pitch. The Supplier shall be responsible for upkeep and maintenance of all sports fields and recreational facilities, to include trimming grass marking boundary lines on a regular basis and keeping playing surface clear of hazards.

Food Services Requirements

1. The Supplier shall provide eating facilities capable of feeding all staff and cadets within a two hour timeframe. The facility shall be no more than a 10 minute walking distance from the accommodations. The Supplier shall meet the Canadian Forces Scale CFS9 Scale No 009-136 for Kitchens and Serving Area and Federal Halocarbon Regulations. The requirements of the food services shall be covered under a separate Statement of Requirements.
2. All work shall be carried out in accordance with Federal, Provincial and Municipal Codes, Regulations, Laws or Bylaws. If there is a conflict in codes the Crown reserves the right to proceed with the more stringent code. Costs incurred to comply with such Codes, Regulations, Laws or Bylaws shall be the Supplier's responsibility.

Janitorial Requirements

1. Supplier shall provide daily cleaning and janitorial services for all facilities utilized in accordance with CF specifications, with some exceptions (secure areas), which will be discussed between the Crown and Supplier.
2. All work shall be carried out in accordance with Federal, Provincial and Municipal Codes, Regulations, Laws or Bylaws. Costs incurred to comply with such Codes, Regulations, Laws or Bylaws shall be the Supplier's responsibility.
3. Supplemental cleaning shall be provided IAW COVID-19 cleaning requirements.

Special Conditions

1. Supplier shall ensure there is sufficient staff hired so that the following is provided with daily cleaning and janitorial services to include:
 - a. daily cleaning of leased facility washrooms, including showers, toilets, sinks, urinals and laundry rooms, and ensuring facilities are well stocked with toilet paper, paper towel and hand soap;
 - b. daily cleaning of Medical facilities to meet all relevant regulations, laws and standards;
 - c. daily cleaning all common areas/lounges within the living quarters, including entryways;
 - d. providing separate receptacles for garbage and recyclable material and the safe disposal of such material in accordance with the local regulations;
 - e. ensure mops, brooms, buckets, soap and clothes are available for immediate use to respond to accidental situations such as spills;

- f. provide daily cleaning of maintenance facility offices and ablution facilities from June 1st to August 31st during silent hours; and
- g. provide adequate storage space for cleaning supplies.
2. Supplier shall provide additional cleaning when necessary to maintain a clean, healthy environment and IAW provincial and DND COVID-19 protocols.
3. Supplier shall provide cleaning services Monday to Saturday and non-disruptive to training. Cleaning services for Sundays and statutory holidays are to be discussed with the Supplier and Crown.
4. Supplier shall submit a proposed labour distribution, number of personnel, and shift schedule to the Crown, showing the exact days that the cleaning schedule is to be carried out. The Crown shall approve any change or deviation by the Supplier. The schedule shall include the proposed number of hours of work to be carried out daily in the buildings and submitted to the Crown prior to the commencement of work.

Safety

1. Supplier shall observe and enforce safety measures required by Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statutes and authorities.
2. Supplier shall ensure all employees working with hazard materials are WHMIS trained and shall provide the required necessary clothing and equipment in accordance with Labour Canada or Provincial Labour Department.
3. Supplier shall supply the Crown with a "Material Safety Data Sheet" in accordance with WHMIS legislation and Hazardous products Act - Schedule 2, for each hazardous product on site and post a duplicate of these guide sheets at the job site.

Inspections

1. Supplier shall authorize a Crown's representative to conduct "as required" inspection tours of all facilities included under the terms of this agreement. An authorized representative of the Supplier shall accompany Crown's representative on each inspection on one day's notice.
2. Supplier shall maintain a log in which all work performed other than the normal day-to-day cleaning is recorded. The log shall be made available for inspection by Crown as required.

Products and Equipment

1. Supplier shall provide all products, tools, applicators and equipment to include toilet paper, paper towels, liquid hand soap and deodorant blocks and to ensure sufficient stock is maintained to avoid disruption of services.
2. Supplier shall ensure all cleaning supplies/products be in accordance with Canadian General Standards Board.

Related Cleaning Requirements

1. Supplier shall be responsible to immediately clear any blocked toilets, urinals and drains.
2. Supplier shall be responsible for providing metal containers equipped with a self-closing, tight fitting metal lid for depositing contents of ashtrays and all smoking supplies for designated smoking areas.

Rodents and Pests

1. The Supplier shall be responsible for the control and elimination of rodents and insect pests.

Insurance

1. **Liability Insurance.** The Supplier shall carry sufficient third party liability insurance.

Fire/Flood Insurance.

1. The Supplier shall carry sufficient fire and flood insurance.

Facility Maintenance

1. The Supplier shall be responsible for regular and maintenance on buildings and grounds upkeep for all contracted facilities and areas and for timely repairs to same when deemed necessary by the Crown.