



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

Bid Receiving/Réception des soumissions

Attention: [Krista Meloche](mailto:krista.meloche@rcmp-grc.gc.ca)

Email: krista.meloche@rcmp-grc.gc.ca

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE PAS
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Hotel Accommodations and Meeting Rooms		Date January 10, 2023
Solicitation No. – N° de l'invitation 202206246/A		
Client Reference No. - No. De Référence du Client 202206246		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	January 31, 2023	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Krista Meloche, krista.meloche@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :	
Telephone No. – No. de téléphone	Facsimile No. – No. 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 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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.

1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>



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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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](#) (2022-03-29) 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: 90 days

2.2 Submission of Bids

Bids must be submitted only to krista.meloche@rcmp-grc.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by Canada Post Corporation (CPC) Connect service.

Bids transmitted by facsimile to RCMP will not be accepted.

2.3 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.

2.4 Applicable Laws

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Volumetric Data

The estimated quantities have been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit its complete **email** bid in separately saved and attached sections as follows:

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

Important Note:

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

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



Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- a) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, Bidders should:

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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 at Annex C.

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation - Mandatory Technical Criteria

Bidders are required to comply with all mandatory criteria identified within this solicitation to be considered responsive. Failure to comply with mandatory requirements will result in a bid being deemed non-responsive without further consideration.

Accommodations must include all services required within **Annexes "A" – Statement of Work; "B" – Accommodation and Meeting Room Requirements and "D" Mandatory Technical Criteria.**

The RCMP reserves the right to perform hotel inspections prior to contract award to ensure compliance with the mandatory specifications identified in **Annex "A" – Statement of Work.** A minimum of 24-hour notice will be provided to Bidder of pending inspection. A representative of the Bidder shall be available to accompany the RCMP representative(s) during the inspection.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

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 Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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



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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment 1 to Part 5) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Bidder has entered into with competitors regarding the call for tenders.

5.1.3.2 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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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.



**Attachment 1 to PART 5
CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - a. has been requested to submit a bid in response to this call for bids;
 - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;



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- b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a. prices;
 - b. methods, factors or formulas used to calculate prices;
 - c. the intention or decision to submit, or not to submit, a bid; or
 - d. the submission of a bid which does not meet the specifications of the call for bids;
- except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



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 provide the Hotel Services and perform the Work in accordance with the requirements in Annexes "A" Statement of Work and "B" Accommodation and Meeting Room Requirements.

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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1 General Conditions

[2010C](#) (2022-12-01), 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 April 1, 2023 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 three additional one-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 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: Krista Meloche
Title: Senior Procurement Officer
Royal Canadian Mounted Police, HQ Procurement and Contracting
Address: 73 Leikin Drive, Mailstop 1, Ottawa, Ontario K1A 0R2
Telephone: 613-791-8934
E-mail address: krista.meloche@rcmp-grc.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 (to be inserted at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Royal Canadian Mounted Police
Directorate: _____
Address: _____
Telephone: ____-____-____
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 (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: 2019-01](#) 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 C for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ USD, based on the firm unit prices, as specified in Annex C. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



6.7.3 Method of Payment – Multiple Payments

SACC *Manual* clause [H1001C](#) (2008-05-12) Multiple Payments

6.8 Invoicing Instructions

- (a) 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.
- (b) Invoices must be distributed as follows:
 - i. One (1) copy must be forwarded electronically to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - ii. One (1) copy must be forwarded electronically to the Contracting Authority at the following e-mail address:

Krista.meloche@rcmp-grc.gc.ca.
- (c) The Contractor must submit the final invoice(s) within 14 business days after the last day of each training session.

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 _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

6.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions [2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity);



-
- c. Annex A, Statement of Work;
 - d. Annex B, Hotel Room Requirements;
 - e. Annex C, Basis of Payment;
 - f. the Contractor's bid dated _____ (*insert at contract award*)

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

6.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirements



ANNEX A - STATEMENT OF WORK

1. REQUIREMENT

The Royal Canadian Mounted Police (RCMP) has a requirement for a Hotel to provide accommodations and meeting space for instructors and students attending certification training sessions in Jacksonville, Florida United States of America scheduled between April 1, 2023 and March 31, 2024 with an option to extend for an additional three one-year periods.

2. SPECIFICATIONS

The Contractor must provide Hotel accommodations and Meeting facilities that include the following:

2.1 a) Guestrooms must include:

- Single Occupancy rooms
- Queen or King sized bed
- Daily Housekeeping (exception made for pandemic related limitations, in which case housekeeping must be available upon guest request within 12 hours)
- Housekeeping should use environmental cleaning products to clean rooms
- Hotel linens and towels should be re-used by guests when required
- Desk/workspace
- Wireless high speed internet
- Breakfast, served before 7:30 AM, included in room rate (exception made for pandemic related closures, in which case the facility shall inform the RCMP that breakfast will not be available for a specific stay)
- Meet local Hotel Industry standards for hygiene and sanitation
- A total of 3132 room nights broken down as per the table in Annex B Hotel Room Requirements.

b) Reservations: All rooms will be reserved, as one block, by RCMP's Project Authority or designated representative for each training session identified in **Annex B Accommodation and Meeting Room Requirements**.

c) Payment: The RCMP is responsible for payment of guestrooms for facilitators and instructors* and will be paid upon invoice processing. Rooms for students* are the responsibility of individual guests and must be paid individually at time of check-out. All additional expenses such as laundry fees, room service and bar charges, long-distance call fees, etc. will be the guest's responsibility regardless of their status (instructor or student).

*: *The RCMP will provide a list of instructors and students to the facilities a minimum of seven (7) days prior to the first reservation date of each block.*



d) Room Cancellation Policy:

In the event of individual guest modifications: guests may cancel up to 24 hours prior to their arrival date without any cancellation fees. The RCMP will not be responsible for any cancelled rooms.

In the event of block cancellations under normal circumstances: the RCMP will advise the facility as soon as a major modification is made, such as a wholesale cancellation. If done 30 or more days before the first reservation date, this will be at no cost to the RCMP. However, in the event of pandemic restrictions or lockdowns, either in Jacksonville Florida or elsewhere in Canada affecting a block of nights, or in the event of major travel disruptions due to pandemic or other reasons, cancellation of blocks of nights will be at no cost to the RCMP or other guests if made 15 days or more prior to the first reservation date.

2.2. Meeting Space:

a) Exam Room Requirements:

- will be required on the Monday of each block of reservations
- must comfortably accommodate 24 seated people with a minimum of 2 metres between them;
- be a minimum of 1400 sq ft
- all 24 people must have a table and/or desk to comfortably write or type on;
- “comfortably” means they must be able to remain seated for up to 10 hours without any reasonably preventable discomfort;
- must be located on hotel property;
- must be entirely unobstructed space;
- must have washroom facilities reasonably accessible (close to the space);
- must be reasonably quiet and limited access controlled by event facilitators on the day of;
- room must be set up, prepared and ready to go on the day of reservation at 0700 hours and be available until 2000hrs on the following dates (all Mondays);
 - April 17, 2023;
 - April 24, 2023;
 - May 8, 2023;
 - June 12, 2023;
 - June 19, 2023;
 - September 11, 2023;
 - September 25, 2023;
 - October 16, 2023;
 - October 30, 2023;
 - November 6, 2023;
 - November 20, 2023;
 - December 11, 2023;
 - January 15, 2024
 - January 29, 2024;



- February 12, 2024;
- February 26, 2024;
- March 11, 2024;
- March 25, 2024

b) Primary Meeting Room (“Down room”) Requirements:

- must be comparable to a boardroom or conference suite;
- must be restricted access to facilitators and people designated by them, either by key or key-card, but must not be restricted to these people (24-hour access for facilitators);
- must have a conference-style table and chairs capable of accommodating at least 12 people;
- must have readily accessible power outlets and high speed internet access (wireless acceptable);
- must be located on hotel property
- must be available and accessible for all guests, 24 hours per day during the following periods (Wednesday to Wednesday);

- April 12 – 26 2023;
- May 3-10, 2023;
- June 7 – 21, 2023;
- September 6-13, 2023;
- September 20 – 27, 2023;
- October 11-18, 2023;
- October 25 – November 8, 2023;
- November 15-22, 2023;
- December 6 – 13, 2023
- January 10 -17 2024;
- January 24-31, 2024;
- February 7-14, 2024;
- February 21-28, 2024;
- March 6-13, 2024;
- March 20-27, 2024.

c) Meeting Space Cancellation Policy:

- The RCMP may cancel Meeting Facilities up to 20 days prior to their arrival date without any cancellation fees.

2.3. Property:

The Hotel establishment must meet the following minimum requirements:

- a) Must have an onsite restaurant that is available for breakfast, lunch and dinner. In the case of a *pandemic related* closure, the facility must advise the RCMP of the intended closure details as soon as possible before the stay;



-
- b) Location: must be located within a 10 mile radius of 511 North Washington Street, Jacksonville Florida 32202 ;
- c) Must have on-site parking for a maximum of 12 passenger vehicles;
- d) Additional requirements:
- Must provide on-site copying service. An estimate of 3000 black and white (B&W) copies are required during the 18 week- long training sessions;
 - Provide early check-in and late check-out as required to accommodate flight times and or changes. If not feasible, a secure luggage storage area must be provided on request. As a minimum, “secure” area or location is defined as being a locked room within the hotel with access limited to authorized hotel personnel.
 - Be willing to accept boxes / packages from RCMP and store them in a secure location up to 7 days in advance of a session until session completion. It is anticipated that 6-8 boxes / packages (equivalent to standard Banker- style boxes) may be stored for each session. In the event there is a limited period of time between sessions, secure storage may be requested during the interim period as well.

3. Constraints

- a) The Contractor must establish a contingency plan for all accommodation bookings, at the same terms and conditions and rates, with other local hotels for an unexpected physical loss of occupancy due to unforeseen circumstances such as lockdowns, flood, mechanical failure, etc.;
- b) The Contractor must not increase rates at any time, such as weekends, statutory holidays, events of a local nature such as area fairs. Blackout periods are not permitted.

4. LANGUAGE OF WORK

- a) The language of all work and deliverables is English.

5. SUPPORT PROVIDED BY RCMP

- a) The Project Authority or designated representative will provide by email the rooming list a minimum of 7 days before the scheduled training sessions.



ANNEX B

ACCOMMODATION AND MEETING ROOM REQUIREMENTS

Guestrooms for the Course Administrators, Facilitators, Instructors and Understudies (estimated at 1152) will be paid by the RCMP in accordance with the resulting contract.

Student rooms (estimated at 1980) will be reserved through the contract; however, payment will be the responsibility of each student. These rooms are to be reserved until 14 days prior to the start of each session, after which excess rooms can be released.

1 meeting room (Exam Room) for one day of each training session on the Monday of the scheduled week.

1 meeting room (Primary Room) for duration of each training session.

The room requirements are estimated during the period from April 1, 2023 to March 31, 2024, as follows:

NOTE: The annual Training Session dates and Estimated Room Requirements for Option Years will be provided by the Project Authority as soon as training events are confirmed. Estimated room usage is provided in Annex C – Basis of Payment solely for evaluation purposes.

Training Sessions	Scheduled Course Date (Wednesday – Wednesday)	Total Guest Room Nights (Course Administrators, Facilitators, Instructors and Understudies)
1	April 12 – 19, 2023	64
2	April 19-26, 2023	64
3	May 3-10, 2023	64
4	June 7-14, 2023	64
5	June 14-21, 2023	64
6	September 6-13, 2023	64
7	September 20-27, 2023	64
8	October 11-18, 2023	64
9	October 25 – November 1, 2023	64
10	November 1-8, 2023	64
11	November 15-22, 2023	64
12	December 6 – 13, 2023	64
13	January 10-17, 2024	64



14	January 24 – 31, 2024	64
15	February 7-14, 2024	64
16	February 21-28, 2024	64
17	March 6 -13, 2024	64
18	March 20-27, 2024	64
Total guest room nights		1152

Estimated Room Requirements:

Notes:

Rooms (1152) for the Facilitators and Instructors will be paid through the contract.

Rooms (1980) for the Students will be blocked but payment will be the responsibility of each student.

Training Session	Date	Facilitators and Instructors Accommodation	Student Accommodation	Exam Room	Down Room
	April 2023				
1	12	2			1
	13	12	24		1
	14	12	24		1
	15	12	24		1
	16	12	24		1
	17	12	24	1	1
	18	2			1
2	19	2			1
	20	12	24		1
	21	12	24		1
	22	12	24		1
	23	12	24		1
	24	12	24	1	1
	25	2			1
	May 2023				
3	3	2			1
	4	12	24		1
	5	12	24		1
	6	12	24		1
	7	12	24		1
	8	12	24	1	1
	9	2			1
	June 2023				
4	7	2			1



	8	12	24		1
	9	12	24		1
	10	12	24		1
	11	12	24		1
	12	12	24	1	1
	13	2			1
5	14	2			1
	15	12	24		1
	16	12	24		1
	17	12	24		1
	18	12	24		1
	19	12	24	1	1
	20	2			1
	September 2023				
6	6	2			1
	7	12	24		1
	8	12	24		1
	9	12	24		1
	10	12	24		1
	11	12	24	1	1
	12	2			1
7	20	2			1
	21	12	24		1
	22	12	24		1
	23	12	24		1
	24	12	24		1
	25	12	24	1	1
	26	2			1
	October 2023				
8	11	2			1
	12	12	24		1
	13	12	24		1
	14	12	24		1
	15	12	24		1
	16	12	24	1	1
	17	2			1
9	25	2			1
	26	12	24		1
	27	12	24		1
	28	12	24		
	29	12	24		1
	30	12	24	1	1
	31	2			1
	November				



	2023				
10	1	2			1
	2	12	24		1
	3	12	24		1
	4	12	24		1
	5	12	24		1
	6	12	24	1	1
	7	2			1
11	15	2			1
	16	12	24		1
	17	12	24		1
	18	12	24		1
	19	12	24		1
	20	12	24	1	1
	21	2			1
	December 2023				
12	6	2			1
	7	12	24		1
	8	12	24		1
	9	12	24		1
	10	12	24		1
	11	12	24	1	1
	12	2			1
	January 2024				
13	10	2			1
	11	12	24		1
	12	12	24		1
	13	12	24		1
	14	12	24		1
	15	12	24	1	1
	16	2			1
14	24	2			1
	25	12	24		1
	26	12	24		1
	27	12	24		1
	28	12	24		1
	29	12	24	1	1
	30	2			1
	February 2024				
15	7	2			1
	8	12	24		1
	9	12	24		1
	10	12	24		1
	11	12	24		1



	12	12	24	1	1
	13	2			1
16	21	2			1
	22	12	24		1
	23	12	24		1
	24	12	24		1
	25	12	24		1
	26	12	24	1	1
	27	2			1
	March 2024				
17	6	2			1
	7	12	24		1
	8	12	24		1
	9	12	24		1
	10	12	24		1
	11	12	24	1	1
	12	2			1
18	20	2			1
	21	12	24		1
	22	12	24		1
	23	12	24		1
	24	12	24		1
	25	12	24	1	1
	26	2			1
	Total	1152	1980	18	126



ANNEX C - BASIS OF PAYMENT

Hotel Services as detailed within Annexes A-Statement of Work and B-Accommodation and Meeting Room Requirements will be provided in accordance with the rates provided hereunder. All rates are firm, all-inclusive (all provisions within the Statement of Work, i.e. breakfast, parking, Wi-Fi, etc.), Taxes and other fees are extra, as applicable.

The Contractor will be paid for actual guestrooms, meeting spaces and copying services provided and accepted.

FOR EVALUATION PURPOSES ONLY

The Bidder must provide firm all-inclusive (all provisions within the Statement of Work, i.e. breakfast, parking, Wi-Fi, etc.) unit prices in the tables below. Taxes and other fees are extra, as applicable, and will not be included for the purpose of the financial evaluation. The pricing grid must be fully completed.

Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. Canada will treat all blank prices as "\$0.00" for evaluation purposes and may request that the Bidder confirm that price is \$0.00. The Bidder will not be permitted to add/change price as part of this confirmation.

Volumetric Data

Volumetric estimated quantities are not to be construed as a firm commitment from Canada. It is not to be considered as a contractual guarantee. The inclusion of this data does not represent a commitment by Canada that Canada's future requirement for the goods described in the offer solicitation will be consistent with this data. It is provided purely for information purposes.

BID EVALUATION PRICE = SUM OF D + E + F + G



Table 1: Initial Contract Period (April 1, 2023 to March 31, 2024)

Item	Description	Estimated Quantity (A)	Unit of Measure	Firm All-Inclusive Unit Rate (B)	Extended Total USD (A X B = C)
1.1	Course Administrators, Facilitators & Instructors Guestrooms	1152 room nights	Per night	\$ _____	\$ _____
1.2	Student Guestrooms *Payment will be the responsibility of each Student	1980 room nights	Per Night	\$ _____	\$ _____
1.3	Primary Meeting Room (down room)	126 days	Per day	\$ _____	\$ _____
1.4	Exam Room	18 days	Per day	\$ _____	\$ _____
1.5	Copying Service	3000 B&W copies	Per copy	\$ _____	\$ _____
Table 1 - Initial Year Sub-total (to be used for the financial evaluation)					\$ _____ (D)
Other Fees * (if applicable) *Bidder must identify any additional hotel/tourism/gratuuity etc. fees that will apply.					\$ _____
Estimated Federal Tax @ _____ %					\$ _____
Estimated State/Local Tax @ _____ %					\$ _____
Total Estimated Cost					\$ _____



Table 2: Option Year 1 (April 1, 2024 to March 31, 2025)

Item	Description	Estimated Quantity (A)	Unit of Measure	Firm All-Inclusive Unit Rate (B)	Extended Total USD (A X B = C)
2.1	Course Administrators, Facilitators & Instructors Guestrooms	1152 room nights	Per night	\$ _____	\$ _____
2.2	Student Guestrooms *Payment will be the responsibility of each Student	1980 room nights	Per Night	\$ _____	\$ _____
2.3	Primary Meeting Room (down room)	126 days	Per day	\$ _____	\$ _____
2.4	Exam Room	18 days	Per day	\$ _____	\$ _____
2.5	Copying Service	3000 B&W copies	Per copy	\$ _____	\$ _____
Table 2 – Option Year 1 Sub-total (to be used for the financial evaluation)					\$ _____ (E)
Other Fees * (if applicable) *Bidder must identify any additional hotel/tourism/gratuity etc. fees that will apply.					\$ _____
Estimated Federal Tax @ _____ %					\$ _____
Estimated State/Local Tax @ _____ %					\$ _____
Total Estimated Cost					\$ _____



Table 3: Option Year 2 (April 1, 2025 to March 31, 2026)

Item	Description	Estimated Quantity (A)	Unit of Measure	Firm All-Inclusive Unit Rate (B)	Extended Total USD (A X B = C)
3.1	Course Administrators, Facilitators & Instructors Guestrooms	1152 room nights	Per night	\$ _____	\$ _____
3.2	Student Guestrooms *Payment will be the responsibility of each Student	1980 room nights	Per Night	\$ _____	\$ _____
3.3	Primary Meeting Room (down room)	126 days	Per day	\$ _____	\$ _____
3.4	Exam Room	18 days	Per day	\$ _____	\$ _____
3.5	Copying Service	3000 B&W copies	Per copy	\$ _____	\$ _____
Table 3 – Option Year 2 Sub-total (to be used for the financial evaluation)					\$ _____ (F)
Other Fees * (if applicable) *Bidder must identify any additional hotel/tourism/gratuuity etc. fees that will apply.					\$ _____
Estimated Federal Tax @ _____ %					\$ _____
Estimated State/Local Tax @ _____ %					\$ _____
Total Estimated Cost					\$ _____



Table 4: Option Year 3 (April 1, 2026 to March 31, 2027)

Item	Description	Estimated Quantity (A)	Unit of Measure	Firm All-Inclusive Unit Rate (B)	Extended Total USD (A X B = C)
4.1	Course Administrators, Facilitators & Instructors Guestrooms	1152 room nights	Per night	\$ _____	\$ _____
4.2	Student Guestrooms *Payment will be the responsibility of each Student	1980 room nights	Per Night	\$ _____	\$ _____
4.3	Primary Meeting Room (down room)	126 days	Per day	\$ _____	\$ _____
4.4	Exam Room	18 days	Per day	\$ _____	\$ _____
4.5	Copying Service	3000 B&W copies	Per copy	\$ _____	\$ _____
Table 4 – Option Year 3 Sub-total (to be used for the financial evaluation)					\$ _____ (G)
Other Fees * (if applicable) *Bidder must identify any additional hotel/tourism/gratuuity etc. fees that will apply.					\$ _____
Estimated Federal Tax @ _____ %					\$ _____
Estimated State/Local Tax @ _____ %					\$ _____
Total Estimated Cost					\$ _____

Total Evaluation Price = D + E + F + G	\$ _____
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ANNEX D - MANDATORY TECHNICAL EVALUATION CRITERIA

The bid must meet the mandatory technical requirements specified below. Note: Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders must provide the necessary documentation (example brochures, images, restaurant menus, screen shots, google maps, etc.) to support compliance with the requirements. All information must be contained within the technical proposal – hyperlinks will not be considered

Each mandatory technical requirement should be addressed separately and in the order presented below. Bidders are requested to write the section and/or page number where the information can be found in their proposal.

Bidders not meeting all of the mandatory technical criteria will be considered non-responsive and will not be given further consideration.

Criteria	Mandatory Technical Criteria	SUBSTANTIATION Please Cross Reference to Specific pages in your proposal [Completed by Bidder]	ASSESSMENT MET/ NOT MET [Completed by RCMP Evaluator]
M1	The Bidder must clearly demonstrate that the Guestrooms and related services offered comply with the requirements noted in the Statement of Work – Annex A Section 2.1 throughout the entire contract period.		
M2	The Bidder must clearly demonstrate that the Exam Room Meeting Space and related services offered comply with the requirements noted in the Statement of Work – Annex A Section 2.2 a) and Section 2.2 c) throughout the entire contract period.		
M3	The Bidder must clearly demonstrate that the Primary Meeting Room (Down room) and related services offered comply with the requirements noted in the Statement of Work – Annex A Section 2.2 b) and Section 2.2 c) throughout the entire contract period.		
M4	The Bidder must clearly demonstrate that the hotel is within a 10-mile radius of 511 North Washington Street, Jacksonville Florida 32202.		



M5	<p>The Bidder must clearly demonstrate that the property meets the minimum requirements listed below in accordance with the details in the Statement of Work – Annex A, Section</p> <ul style="list-style-type: none">a. Has an on-site restaurant providing breakfast, lunch and dinnerb. Has on site parking for up to 12 personal vehiclesc. Provides on-site copying service		
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