



**RETURN BID TO/ RETOURNER LES
SOUSSIONS À :**

Attn : Yuqiao Hu
Email : [CBSA-ASFC_Solicitations-
Demandes_de_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

Request for Proposal to:

Canada Border Services Agency (CBSA)

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.

Demande de Proposition:

**l'Agence des services frontaliers
du Canada (ASFC)**

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 :

Issuing Office – Bureau de distribution

CBSA / ASFC
355 Ch. North River Road, 17th Floor – 17ième étage
Ottawa ON K1A 0L8

Title — Sujet: Hotel Accommodations	
Solicitation No. — N° de l'invitation 1000464308	Date: October 03, 2023

Solicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At /à: 02:00 PM (hours/heures)	<input checked="" type="checkbox"/> EST (Eastern Standard Time)/ HNE (heure normale de l'Est)
On/le : October 19, 2023	<input type="checkbox"/> EDT (Eastern Daylight Saving Time)/ HAE (heure avancée de l'Est)

F.O.B. — F.A.B.		
Plant-Usine: <input type="checkbox"/>	Destination: <input type="checkbox"/>	Other — Autre: <input checked="" type="checkbox"/>
Address Enquiries to — Adresser toutes questions à:		
All communications related to this solicitation must be sent to:		
EMAIL: CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca		
Attn : Yuqiao Hu CC : yuqiao.hu@cbsa-asfc.gc.ca		

Destination - of Goods and or Services: Destination – des biens et ou services :

Instructions: See Herein — Voir aux présentes

Delivery Required — Livraison exigée See herein — voir aux présentes	Delivery Offered — Livraison proposée n/a
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	FAX 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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IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca will not be accepted.

The maximum email file size that Canada Border Services Agency is capable of receiving is **25 megabytes**. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Canada Border Services Agency.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

The requirement 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.

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PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2023-06-08), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of Public Safety for the purposes of the Canada Border Services Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Canada Border Services Agency.

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

Delete: 60 days
Insert: 120 days

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Canada Border Services (CBSA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier will not be accepted.

The only acceptable email address for responses to bid solicitations is [CBSA-ASFC Solicitations-Demandes de soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca) .

The maximum email file size that Canada Border Services is capable of receiving is 25 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

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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.

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

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B

Section III: Certifications

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

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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

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex C to Part 4 of the Bid Solicitation**

4.1.2. Financial Evaluation

4.1.2.1 Mandatory Financial Evaluation criteria [A0210T](#) (2013-04-25)

The maximum funding available for the Contract resulting from the bid solicitation is **\$2,160,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.3. Basis of Selection

4.1.3.1. Mandatory Technical Criteria [A0031T](#) (2010-08-16)

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.

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex D to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

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5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

There is no security requirement applicable to the Contract.

6.2. Statement of Work

The contractor must perform the Work in accordance with the Statement of Work at Annex 'A'

6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

[2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of Public Safety for the purposes of the Canada Border Services Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Canada Border Services Agency.

6.3.2 Supplemental General Conditions

6.3.2.1 Compliance with On-site Measures, Standing Orders, Policies, and Rules

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 November 1 2023 to April 1, 2025 inclusive.

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Yuqiao Hu
Procurement Officer
Canada Border Services Agency
Finance and Corporate Management Branch
Strategic Procurement Division (SPD)
355 North River Road, Vanier Tower B, 17th Floor

Telephone: 343-551-8763

E-mail address: yuqiao.hu@cbsa-asfc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

***** to be provided at contract award *****

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

The Contractor's Representative for the Contract is:

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:

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Telephone:	Facsimile:
Email Address:	
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:	

6.6 Proactive Disclosure of Contracts with Former Public Servants

*** SACC Manual clause A3025C to be inserted at contract award, if applicable ***

6.7 Payment

6.7.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$_____ (insert the amount at contract award). 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 Method of Payment - Monthly payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada

6.7.3 Invoicing Instructions

The Contractor must send invoices to the following address: vendors-fournisseurs@cbsa-asfc.gc.ca for payment. This email address is to be used only for submitting invoices and payment status inquiries.

6.8 Certifications and Additional Information

6.8.1 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.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at contract award *****.

6.10 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 , Basis of Payment;
- (e) The Contractor's bid dated ***** to be inserted at contract award *****.

6.11 Insurance Requirements

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

6.12 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment

6.13 Dispute Resolution

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

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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 email at boa.opo@boaopo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO 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.

ANNEX A

STATEMENT OF WORK

The Canada Border Services Agency (CBSA) Southern Ontario Region (SOR) requires the ability to house staff as in requirement chart below to cover the resource needs required for surge capacity. **The hotel must be within Ontario, Canada** and within twenty (20) km of *Ports of Entry (POE) within the Niagara Falls District*. The hotel must be located within a walking distance or two (2) kilometers to restaurants and / or grocery stores.

1. REQUIREMENTS

Hotel Accommodations: CBSA will require single and/or double occupancy One Bedrooms **Suite** at a minimum rating of three (3) Diamonds from the AAA/CAA Diamond-Rating Program [AAA/CAA Diamond-Rating Program \(amatravel.ca\)](http://amatravel.ca)

Occupancy (single or double)	Check-in Date	Check-out Date	Number of rooms required	Number of nights
	November 1, 2023	April 1, 2024	20	152
	April 1, 2024	June 15, 2024	20	75
	June 15, 2024	September 3, 2024	40	80
	September 3, 2024	April 1, 2025	20	210

The proposed hotel **must** provide early check-in and late check-out as required to accommodate flight schedules and flight changes. If not feasible, the Contractor must provide a secured luggage storage area.

Rooms **must** include:

- i. Equipped with One Bedroom Suite with a Queen bed or larger with comfortable bedding. A sofa bed or cot is not acceptable.
- ii. A private three-piece bathroom with minimum of a toilet, sink, and shower.
- iii. Serviceable television with remote and cable.
- iv. Alarm Clock or wake-up call service.
- v. Have two or more armchairs or one sofa. In addition to any desk or computer chair the room must have armchairs or a sofa.
- vi. At least two (2) electrical outlets.
- vii. Be equipped with a kitchenette which includes at minimum a: microwave, sink, refrigerator, coffee machine and identify if a cook top stove is available
- viii. must include an on-site fitness facility that includes benches and free weights and at least three different types of cardio machines (treadmill, rower, stationary bicycle)
- ix. The hotel must provide access to a self-serve laundry facility on-site;
- x. Free local calls

Property

The Hotel establishment must meet the following minimum requirements

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Hotel Standard: The establishment must have a minimum designation of three (3) Diamonds from the AAA/CAA Diamond-Rating Program.

Parking: The Contractor must provide free parking for a minimum of one vehicle per room.

Access to Internet: The Contractor must provide internet via Wi-Fi throughout all areas of the hotel.

Access to guest rooms: All rooms must be accessed by internal corridors only, no exterior door. Other forms of access control, such as key access to exterior doors and elevators, are preferred. 24/7 controlled

Access to the premises which includes staffed front-desk with controlled entry points to the building and property no external, public corridors that give non-guests access to the hotel room doors without going through one of the controlled access points.

Amenities: The Contractor must provide CBSA personnel access to all hotel amenities for the duration of the personnel's stay and must include an on-site fitness facility.

Housekeeping:

- i. Fresh towel service and shampoo and soaps sufficient for the number of room occupants must be provided on a daily basis.
- ii. Bedding exchange must occur on weekly basis, unless otherwise instructed.

Laundry Facility: The hotel must provide access to a self-serve laundry facility on-site that can accommodate daily laundry services to CBSA personnel ***Individual CBSA personnel will be responsible to pay for their own laundry and will not form part of this contract.***

Additional Room Charges: CBSA is not responsible for personal phone call charges, food and beverage charges, room service, minibar charges, movie rentals/pay per view, laundry fees, or other incidentals that a CBSA member can personally incur. ***The Contractor must charge all fees of those types, to the individual(s) in those rooms and will not form part of this contract.***

Room Damages: The Contractor must report any damage to rooms, to CBSA point of contact (POC) for investigation. CBSA members found responsible for damage caused to hotel property will be responsible to pay the charges. ***All charges for damages will not form part of this contract and will be settled outside of this contract.***

2. CBSA RESPONSIBILITIES

CBSA will provide a single Point of Contact to assist with booking requirements and changes.

CBSA POC will inform the contractor no later than forty-eight (48) hours before any associated occupancy date cancellations. The CBSA POC will be responsible to provide a list of the names of the personnel utilizing the accommodation at least forty-eight (48) hours prior to the occupancy dates with the exception of unforeseen circumstances; and

3. CONTRACTOR RESPONSIBILITIES

The Contractor must provide a local staff member as the primary Point of Contact (POC) for all matters relating to hotel services. The POC must be available from 0800hrs to 1800hrs daily. Outside these hours, a contact person and cell phone number must be provided to the CBSA

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POC if different than the designated individual. These individuals must be able to communicate effectively in English.

The Contractor must ensure that accommodations are located in a safe and quiet environment to allow rest; and must provide all rooms in the same building on one floor separated from any other hotel guests, to ensure maximum safety.

The Contractor will ensure that all of the requirements outlined in this Statement of Work are met at all times. Discrepancies in the provision of services to the required standard will be first dealt with by the liaison staff at the hotel and escalated to the Technical Authority and the **Canada Border Services Agency Contracting Authority** if the issue remains unresolved.

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ANNEX B

BASIS OF PAYMENT

Basis of payment will be firm daily rate per accommodation. Cost for all services stipulated in Annex A – Statement of Work, **must be included in the proposed rates.**

THE FOLLOWING RATES/PRICES SHOWN BELOW ARE VALID FOR THE DURATION OF THE CONTRACT

1. ACCOMMODATION FEES

1.1 The Offeror will be paid the following all-inclusive **per night rates** for accommodation services. The rates must be all inclusive of any expenditure required to fulfill the work. All applicable taxes (GST/HST/MAT and Tax on Lodging) are extra.

2. PARKING

2.1 Self-Parking at hotel is included at no extra cost

Type of Accommodation and Season time	Rate per night (A)	Estimated number of rooms (B)	Estimated number of nights (C)	TOTAL COST (D) = (A x B x C)
Fall - (November 1 – 30 2023)				
One Bedroom Suite	\$	20	30	\$
Winter - (December 2023 to February 2024)				
One Bedroom Suite	\$	20	91	\$
Spring - (March to May 2024)				
One Bedroom Suite	\$	20	92	\$
Summer - (June to August 2024)				
One Bedroom Suite	\$	40	92	\$
Fall - (September to November 2024)				
One Bedroom Suite	\$	20	91	\$
Winter - (December 2024 to February 2025)				

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One Bedroom Suite	\$	20	90	\$
Spring - (March to April 1 2025)				
One Bedroom Suite	\$	20	31	\$
TOTAL COST (D)				
(excluding applicable taxes)				
\$ _____				

Cancellation Fees (if applicable):** For information purposes only** Will not be used for calculation of evaluated price	
	%
> 48 hours ≤ than 72 hours before the check-in date	
> 24 hours ≤ than 48 hours before the check-in date	
< 24 hours before the check-in date	
Taxes:	
Indicate % rate of applicable Municipal Tax	
Indicate % rate of applicable accommodation Tax	

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ANNEX C TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

A bid must meet all mandatory requirements to be declared responsive. Each mandatory technical criterion must be addressed separately and duly completed within the Mandatory Technical Evaluation Grid below.

Bidders must provide additional documentation in their bid demonstrating how their proposed facility meets each and every criterion. Supporting documentation can include; a sales brochures; link to the proposed site demonstrating room details either in PDF, JPEG or PNG format.

Mandatory Criteria		Met	Not Met
M1	The bid must be within the maximum funding identified in 4.1.2.1 of the RFP Maximum funding for this requirement is \$2,160,000.00 (Applicable Taxes extra).		
M2	The hotel must be located within a twenty (20) kilometers driving distance from Ports of Entry(POE) within Niagara Falls District (NFD) . The hotel <u>must</u> be located within Ontario Canada. <i>The Bidder must provide a highlighted driving route using Google maps that clearly show the distance from the hotel</i>		
M3	The hotel must be located within a walking distance of two (2) kilometers to restaurants and / or grocery stores <i>The Bidder must provide a highlighted driving route using Google maps that clearly show the distance from the hotel</i>		
M4	Must provide free parking for one vehicle per room		
M5	The Contractor must have on-site fitness facility that include the following: a. benches and free weights; and b. at least three (3) different types of cardio machines (treadmill, rower, stationary bicycle etc.) <i>To demonstrate this the Bidder must provide a site plan, pictures or a brochure of the on-site fitness facility</i>		
M6	A minimum designation three (3) Diamonds from the AAA/CAA Diamond-Rating Program. AAA/CAA Diamond-Rating Program (amatravel.ca)		

<p>M7</p>	<p>The room must be equipped with:</p> <ul style="list-style-type: none"> i. Equipped with One Bedroom Suite with a Queen bed or larger with comfortable bedding. A sofa bed or cot is not acceptable. ii. A private three-piece bathroom with minimum of a toilet, sink, and shower. iii. Serviceable television with remote and cable. iv. Alarm Clock or wake-up call service. v. Have either two or more armchairs or sofa. In addition to any desk or computer chair the room must have armchairs or a sofa. vi. At least two (2) electrical outlets. vii. Be equipped with a kitchenette which includes at minimum a: Microwave, sink, refrigerator, coffee machine and identify if a cook top stove is available viii. Free local calls <p><i>To demonstrate this the Bidder must provide a current brochures or photos or site plan of the room which include details on the guest rooms and amenities that the accommodations comply with each of the requirements described below. Photo not required only validation for items iii, iv, vi</i></p>		
<p>M8</p>	<p>All rooms must be accessed by internal corridors only, no exterior door.</p> <p><i>To demonstrate this the Bidder must provide a site plan of the room location showing entry points.</i></p>		
<p>M9</p>	<p>The Contractor must provide internet via Wi-Fi throughout all areas of the hotel.</p>		
<p>M10</p>	<p>The hotel must provide access to self-serve laundry facility on site</p> <p><i>To demonstrate this the Bidder must provide a site plan, pictures or a brochure of the on-site self-serve laundry facility</i></p>		

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ANNEX D TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Declaration

I, _____, **(name)**

_____, **(position)** of

_____, **(supplier's name)** declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature: _____

Date: _____

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ANNEX E TO PART 5 OF THE BID SOLICITATION

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

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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.