

Accommodation and Meal Service for Correctional Training Program

This requirement is for: The Correctional Service of Canada, Correctional Learning and Development Centre Prairie Region.

Trade agreement: Canadian Free Trade Agreement (CFTA), World Trade Organisation-Agreement on Government Procurement (WTO-AGP), Canada Ukraine Free-Trade Agreement (CUFTA), Canada Korea Trade Agreement (CKTA), Canada free trade agreements with Colombia/Honduras/Panama, Canada-Peru Free Trade Agreement, Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

Tendering procedures: All interested suppliers may submit a bid.

Competitive Procurement Strategy: lowest priced compliant bid

Set-aside under the Procurement Strategy for Indigenous Business:
This procurement is not subject to any set-asides for Indigenous Suppliers.

Comprehensive Land Claim Agreement:
This procurement is not subject to a Comprehensive Land Claims Agreement.

Security Requirements:
This contract does not include security requirements.

Nature of Requirements:

The following is a summary of the statement of work for this requirement.

The Correctional Service Canada has a requirement to has a requirement for accommodations and meal service in Saskatoon, Saskatchewan. CSC Prairies Region provides orientation training to all new Correctional Officer Recruits in the Prairie Region. Correctional Officer Recruits are required to attend the Correctional Training Program for fourteen (14) weeks.

Correctional Service Canada (CSC) Learning and Development is planning ten (10) Correctional Training Programs (CTP) for 2023 to 2025 in the Prairie Region. Each CTP consists of a maximum of twenty four (24) recruits who receive training over a duration of approximately three and a half (3.5) months. The number of recruits may decrease, by an average of 16%, over the CTP delivery.

Objectives:

To provide guest rooms and meals during the Correctional Training Program (CTP)

- Up to 24 recruits during the period of 2023-05-01 to 2023-08-04
- Up to 24 recruits during the period of 2023-08-14 to 2023-11-17
- Up to 24 recruits during the period of 2023-09-11 to 2023-12-15
- Up to 24 recruits during the period of 2024-01-08 to 2024-04-12
- Up to 24 recruits during the period of 2024-02-12 to 2024-05-17
- Up to 24 recruits during the period of 2024-04-29 to 2024-08-02
- Up to 24 recruits during the period of 2024-08-12 to 2024-11-15
- Up to 24 recruits during the period of 2024-09-16 to 2024-12-20
- Up to 24 recruits during the period of 2025-01-13 to 2025-04-17
- Up to 24 recruits during the period of 2025-02-10 to 2025-05-16

Deliverables:

1. Hotel Requirement

- a. The Contractor must provide up to a maximum of twenty four (24) guest rooms in five (5) different blocks during the period of 2023-05-01 to 2025-05-16
- b. The Contractor must provide breakfast, lunch and dinner to each recruit seven (7) days a week in accordance with the Meal Requirements specified below;
- c. The Contractor's hotel must be located within 20 km of the Correctional Learning and Development Centre (CLDC) located at 2309 Hanselman Place, Saskatoon, Saskatchewan. If the Contractor's hotel is more than 1.5 km from CLDC, the Contractor must provide transportation at its expense Monday to Friday excluding holidays. The Contractor's choice of transportation must depart the hotel at 6:45 a.m. and return to the Correctional Learning and Development Centre located at 2309 Hanselman Place to pick up recruits at 3:30 pm. Any changes of the schedule must be agreed upon by the Project Authority and the Contractor. Transportation must be discreet and professional as recruits will be in Correctional Service of Canada uniforms.
- d. The Contractor must provide early check-in and late checkout as required to accommodate travel times, or changes, or both. If not feasible, the Contractor must provide a luggage storage area on request in lieu of early in or late-check out.
- e. The Contractor must meet all CSC requirements within the same facility;
- f. The Contractor must allow CSC a minimum of twenty-four (24) hours notice to release room requirements, as necessary, should the CTP be cancelled or a recruit be unsuccessful throughout the training program;
- g. If a Covid-19 outbreak is declared within Saskatoon, Saskatchewan, CSC has the right to cancel room reservations with out penalty.
- h. The Contractor must designate an on-site Point of Contact (POC), proficient in English to provide customer service on a twenty-four (24) hour basis, seven (7) days per week.
- i. The Contractor must include parking in the room rate.
- j. The Contractor must provide a no charge on site laundry facilities that can accommodate up to forty eight (48) recruits.
- k. The Contractor must provide gym/exercise facilities.
- l. The Contractor must provide a banquet room capable of accommodating one hundred (100) people and provide audio equipment, podium, tables and chairs with a hot meal for the recruit's graduation ceremony.

2. Meal Requirements

The Contractor must provide:

- A point of contact (POC) for food services coordination;
- A varied one-month rotational meal plan for dinner with a minimum of three (3) main choices and a two-week rotational for breakfast and lunch that satisfies Canada Food Guide standards. Weekly or monthly meal plans to be provided to CLDC one week in advance.
- All meals must include one vegetarian and gluten free choice.
- The Contractor must be able to accommodate special dietary and allergy needs brought to its attention, a minimum of five (5) days prior to the recruit's start date
- Every reasonable effort will be made to permit the observance of religious practices by individual members, when doing so will not impose undue hardship on the organizational element responsible for the accommodation.
- The Contractor must provide individual hot boxed meal services for all CTP recruits as follows:
- The only exception would be working day lunches when the recruits are participating in training away from the CLDC building at Hanselman Place. On those days the Contractor must provide lunches in lunch bag form and available to recruits for pick up between 06:45 and 07:15 am.

- With the exception of training days when the recruits are training away from the CLDC building at Hanselman Place, the Contractor must deliver lunches to CLDC, 2309 Hanselman Place between 11:15-11:45 am.
- Breakfast, Lunch and Dinner must include the following individually portioned:
 - Cutlery
 - Condiments
 - Napkin
 - Drink
 - BREAKFAST
 - Monday to Friday (Federal Statutory holidays excluded): Breakfast between 06:00am - 06:35am;
 - Saturday, Sunday & Statutory Holidays: Breakfast between 07:00am – 09:00am
 - LUNCH
 - Deliver hot individual boxed lunch to 2309 Hanselman Place at an agreed upon time between 11:15-11:45, Monday to Friday (Statutory Holidays excluded);
 - Provide a bag lunch to recruits between 06:45 am and 07:15 am Monday to Friday (Statutory Holidays excluded) when recruits are receiving training away from the CLDC building at Hanselman Place;
 - Saturday, Sunday & Statutory Holidays: Lunch between 11:30am – 12:30pm
 - DINNER
 - Sunday to Saturday (including Federal Statutory holidays): Provide dinner from 17:00pm – 18:00pm

- a. The Contractor must allow CSC to opt out of any or all meal provisions without penalty with a minimum one (1) week notice.
- b. The Contractor must prepare food from Saskatchewan Health Authority inspected premises.
- c. The Contractor must possess proof of inspection through out the duration of the contract and must be prepared to provide proof of inspection, if requested.

3. Guest Rooms:

At a minimum the guest rooms must include the following:

- a. Single occupancy, minimum 15.4 square meters,
- b. A double bed or larger
- c. Desk or writing table appropriately lighted for study purposes;
- d. A private full bathroom with as a minimum a toilet, sink and shower
- e. Locking doors; Each person must have their own key
- f. A safe
- g. Free Wireless High-Speed Internet;
- h. A television
- i. A refrigerator
- j. A microwave
- k. A coffee maker
- l. Free local calls;
- m. An Iron & ironing board;

4. Cleaning Standards of the Property

Bidders must submit their cleaning and cleanliness standards for their facilities with bid. CSC reserves the right to inspect, for the duration of the contract, facilities and services provided by the contractor including guest rooms.

Pandemic Requirements

- a. The Contractor must provide a point of contact (POC) that will oversee and liaise with CSC and Health Authorities to respond to COVID-19 related issues;
- b. The Contractor must provide information for contact tracing purposes to CSC and Health Authorities;
In the event that one or more recruits are required by the Health Authority to self-isolate due to COVID-19 and cannot travel home:
 - o The contractor must provide accommodation for up to 14 days of self-isolation on site;
 - o During this time, the Contractor must provide breakfast, lunch and dinner in accordance with the Meal Requirements
 - o The Contractor must provide cleaning service, including room linen and personal clothing, for the recruits who are isolating;
 - o Should the self-isolation timelines require a recruit to remain beyond the aforementioned contractual times, the Contractor must notify CSC of the additional charges as soon as possible.
- c. Should an outbreak occur at the accommodation location, the Contractor must have protocols in place as per Health Authority guidelines;

Accommodation Constraints

The Contractor must not relocate recruits to another room during their stay unless it becomes necessary as a result of a maintenance issue

Recruits will be responsible for any additional room charges incurred.

They include:

- items such as mini bar contents, snack items,
- long distance telephone calls,
- television specialty channels,
- damage or loss to the room or room contents

Any conditions for participation of suppliers not specified in solicitation documentation: none.

Estimated quantity of commodity: see solicitation document statement of work and basis of payment.

Duration of Contract and Time Frame for Delivery:

Period of the Contract: The Work is to be performed during the period of May 1, 2023 to May 18, 2024 with the option to renew for one (1) additional one-year periods.

File Number: 50200-23-4354648

Contracting Authority: Teri Fraser

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NOTE TO BIDDERS: Bidders can obtain the complete statement of work and evaluation criteria by downloading the solicitation document and associated documents from Buyandsell.gc.ca/tenders.

The Crown reserves the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada (English or French).

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

Procurement Assistance Canada (PAC) offers seminars to businesses interested in learning how to sell goods and services to the Government of Canada. The seminars are FREE.

Topics include:

- Overview of the federal government contracting process;
- Searching for opportunities on the Buy and Sell - Tenders website;
- Bidding on opportunities;
- Registering in supplier databases.

The full schedule of seminars can be found on the Buyandsell.gc.ca website, under Event Calendar (<https://buyandsell.gc.ca/event-calendar>).