

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

Bid Receiving/Réception des  
soumissions  
Attention: Susie Dias  
Email: Susie.dias@rcmp-grc.gc.ca

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted  
Police

We hereby offer to sell to His Majesty  
the King 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 le Roi 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  
CONTAINS A SECURITY  
REQUIREMENT

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

<b>Title – Sujet</b> Hotel Accommodations and Conference rooms in Ottawa		<b>Date</b> 2023-11-14
<b>Solicitation No. – N° de l'invitation</b> 202402097		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14 :00	Eastern Daylight Time
<b>On / le :</b>	2023-12-08	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Susie.dias@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 514-258-7980		<b>Facsimile No. – No. de télécopieur</b>
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>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)</b>		
<b>Signature</b>		<b>Date</b>



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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 at Annex "A" 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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

Bids must be submitted only to [Susie.Dias@rcmp-grc.gc.ca](mailto:Susie.Dias@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](mailto: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](#) (2023-06-08) 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 B.

**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 (Annex C)**

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 and “C” Mandatory Technical Criteria.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection - Mandatory Technical Criteria**

A bid must comply with all 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 Contacting 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 FPSs in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



## **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 Annex "A" Statement of Work

### **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 January 29 to December 6, 2024.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Susie Dias  
Title: Procurement Specialist  
Royal Canadian Mounted Police  
Directorate: HQ Procurement and Contracting  
Address: 73 Leikin Dr, Mailstop 1, Ottawa, ON, K1A 0R2



Telephone: 514-258-7980  
E-mail address: susie.dias@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**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "B" for a cost of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. 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**

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.



## 6.8 Invoicing Instructions

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

Invoices must be distributed as follows:

- a. One (1) electronic copy must be forwarded to the Project Authority and Contracting authority for certification and payment.

## 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 Ontario.

## 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) apply to and form part of the Contract;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. the Contractor's bid dated \_\_\_\_\_ .

## 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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://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 conference space in Ottawa, Ontario between January 28<sup>th</sup> 2024 and December 6<sup>th</sup>, 2024.

### 2. SPECIFICATIONS – GUEST ROOMS

The Contractor must provide Hotel accommodations and Conference rooms that include the following:

#### 2.1 Guest rooms must include:

- Single Occupancy rooms
- Queen or King-sized bed
- Daily Housekeeping
- Housekeeping should use environmental cleaning products to clean rooms
- Desk or workspace
- Wireless High-Speed Internet
- Mini-fridge in working condition
- Meet local Hotel Industry standards for hygiene and sanitation as per the Hotel Association of Canada

**2.2 Reservations and payment:** The RCMP will be responsible for room reservations and payments. All rooms will be reserved, as one block, by RCMP's Project Authority for each session date.

Additional Room Charges: The RCMP 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 RCMP 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.

**2.3 Room cancellation policy:** In the event that travel plans are changed; the Project Authority can cancel individual room up to 48 hours and cancel a block reservation up to 30 days prior to the arrival date without any cancellation fees.

#### 2.4 Availability on the following dates:

January 28 to February 16, 2024;  
April 7 to 26, 2024;  
June 2 to 21, 2024;  
September 8 to 27, 2024;  
November 17 to December 6, 2024.

### 3. SPECIFICATIONS – CONFERENCE ROOMS



### 3.1 Primary Meeting Space (conference room):

The Contractor must provide a primary meeting space that includes the following:

- Comfortably accommodate a U-shape table configuration for 24 people with the middle of the U being a minimum of 15 ft. across; be a minimum of 1400 sq. ft. of unobstructed space. See picture below:



- High-speed Internet access;
- A small table between 4 and 6' long for one RCMP supplied computer, projector and speakers for set up in the centre (set up done by RCMP)
- A projection screen;
- Only be accessible by participants and hotel employees;
- Room must be looked between 17:00 to 07:00;
- Be located on-site and be available between the hours of 07:00 to 17:00 on the following dates (Monday-Friday);
  - January 28 to February 16, 2024;
  - April 7 to 26, 2024;
  - June 2 to 21, 2024;
  - September 8 to 27, 2024;
  - November 17 to December 6, 2024.

### 3.2 Secondary Meeting Space (conference room):

The Contractor must provide a secondary meeting space that includes the following:

- Comfortably seat 5-10 people, with 10 small tables and 10 chairs;
- Be on-site and within 15 m to the primary meeting space;
- Only be accessible by participants and hotel employees;
- Be available for 24 hours a day during the following periods (Monday-Sunday);
  - January 29 to February 16, 2024;
  - April 8 to 26, 2024;
  - June 3 to 21, 2024;
  - September 9 to 27, 2024;



➤ November 18 to December 6, 2024.

#### 4. SPECIFICATIONS – HOTEL PROPERTY:

4.1 The Hotel establishment must meet the following minimum requirements:

- Restaurant: Provide one on-site restaurant available for breakfast, lunch and dinner. This service will be paid separately by participants;
- Location: Must be located within 30 kilometres of 73 Leikin Drive, Ottawa, Ontario K1A 0R2;
- Parking: Provide on-site parking for a maximum of 24 passenger vehicles;
- Secure room for luggage: Provide a secure luggage storage area for early check-ins or late check-out. A “secure” area or location is defined as being a locked room within the hotel with access limited to authorized hotel personnel only;
- Hotel Standard: The establishment must have a minimum Canada Select Star rating of three (3) stars or CAA/AAA Diamond Rating of three (3) diamonds or greater.
- The hotel must provide customer service standard under the Accessibility for Ontarians with Disabilities Act.

4.2 Hotel Amenities

- The Contractor must provide the RCMP personnel access to all hotel amenities for the duration of the stay.
- The Contractor must provide the RCMP with onsite laundry or dry cleaning.
- Access to Fitness Facility: Complimentary access and use of a Fitness facility (gym) within the accommodation property (if one exists).
- Access to the Internet: The Contractor must provide the Internet via Wi-Fi throughout all areas of the hotel.
- Room Damages: The Contractor must report any damage to rooms, to RCMP Technical Authority for investigation. RCMP members found responsible for damage caused to hotel property will be responsible for paying the charges. All charges for damages will not form part of this contract, and will be settled outside of this contract.

#### 5. LANGUAGE OF WORK

Provide all services in English and French.

#### 6. CONTRACTOR POINT OF CONTACT

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 0800 hrs to 1800 hrs daily. Outside these hours, a contact person and cell phone number must be provided to the RCMP if different than the designated individual. These individuals must be able to communicate effectively in English.



**ANNEX B – BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified below for a cost of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

**FOR EVALUATION PURPOSES ONLY**

**\*\*BIDDERS MUST COMPLETE TABLE 1, 2 & 3 BELOW\*\***

FOR EVALUATION PURPOSES ONLY  
The Bidder must provide firm all-inclusive (all provisions within the Statement of Work, i.e. 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.

TABLE 1 INSTRUCTIONS: The Bidder must provide their firm all-inclusive unit rate for room (including parking) and complete the extended price in Column D.

TABLE 2 INSTRUCTIONS: The Bidder must provide their firm unit price for the primary meeting space and complete the extended price in Column H.

TABLE 3 INSTRUCTIONS: The Bidder must provide their firm unit price for the secondary meeting space and complete the extended price in Column L.

AT TABLE 3 - BID EVALUATION PRICE = Sum of D6+H6+L6 (Fees and taxes not included for evaluation purposes)

**Table 1**

Dates	Estimated quantity of rooms & parking (A)	Number of nights (B)	Description	Firm all-inclusive unit rate (C)	Extended Total (AxBxC=D)
2024-01-28 to 2024-02-16	24	19	One Bedroom Suite (parking included)	C1 \$_____	D1 \$_____
2024-04-07 to 2024-04-26	24	19	One Bedroom Suite (parking included)	C2 \$_____	D2 \$_____
2024-06-02 to 2024-06-21	24	19	One Bedroom Suite (parking included)	C3 \$_____	D3 \$_____
2024-09-08 to 2024-09-27	24	19	One Bedroom Suite (parking included)	C4 \$_____	D4 \$_____
2024-11-17 to 2024-12-06	24	19	One Bedroom Suite (parking included)	C5 \$_____	D5 \$_____
<b>Subtotal (D6)</b>					D6 \$_____



**Table 2**

Dates	Estimated number of meeting spaces (E)	Number of days (F)	Description	Unit price (G)	Extended Total (EXFXG=H)
2024-01-28 to 2024-02-16	1	20	Primary Meeting Space	G1 \$ _____	H1 \$ _____
2024-04-07 to 2024-04-26	1	20	Primary Meeting Space	G2 \$ _____	H2 \$ _____
2024-06-02 to 2024-06-21	1	20	Primary Meeting Space	G3 \$ _____	H3 \$ _____
2024-09-08 to 2024-09-27	1	20	Primary Meeting Space	G4 \$ _____	H4 \$ _____
2024-11-17 to 2024-12-06	1	20	Primary Meeting Space	G5 \$ _____	H5 \$ _____
<b>Subtotal (H6)</b>					H6 \$ _____

**Table 3**

Dates	Estimated number of meeting spaces (I)	Number of days (J)	Description	Unit price (K)	Extended Total (IXJXK=L)
2024-01-29 to 2024-02-16	1	19	Secondary Meeting Space	K1 \$ _____	L1 \$ _____
2024-04-08 to 2024-04-26	1	19	Secondary Meeting Space	K2 \$ _____	L2 \$ _____
2024-06-03 to 2024-06-21	1	19	Secondary Meeting Space	K3 \$ _____	L3 \$ _____
2024-09-09 to 2024-09-27	1	19	Secondary Meeting Space	K4 \$ _____	L4 \$ _____
2024-11-18 to 2024-12-06	1	19	Secondary Meeting Space	K5 \$ _____	L4 \$ _____
<b>Subtotal (L6)</b>					L6 \$ _____
<b>Subtotal (to be used for the evaluation) (D6+H6+L6)</b>					<b>\$ _____</b>
HST 13%					\$ _____
Other fees* (if applicable)					\$ _____
*Bidder must identify any additional hotel/tourism/gratuity etc. fees that will apply.					\$ _____
<b>Total Estimated Cost</b>					<b>\$ _____</b>



**ANNEX C – MANDATORY TECHNICAL CRITERIA**

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 brochure; link to the proposed site demonstrating room details either in PDF, JPEG or PNG format.

	<b>Mandatory Criteria</b>	<b>SUBSTANTIATION Please Cross Reference to Specific pages in your proposal [Completed by Bidder]</b>	<b>ASSESSMENT (MET / NOT MET) [Completed by RCMP Evaluator]</b>
<b>M1</b>	The Bidder must demonstrate, by providing current brochures and/or photos which include details on the guest rooms, conference rooms and amenities (restaurant, parking), that the accommodations comply with the requirements described in the Statement of Work at Annex A.		
<b>M2</b>	The Bidder must demonstrate, by providing a copy of a Google map image, that the hotel is within thirty (30) kilometres of 73 Leikin Drive, Ottawa, Ontario, K1A 0R2.		
<b>M3</b>	The Bidder must demonstrate, by providing photos, that they can provide a secure room for luggage storage area for early check-ins or late check-out.		
<b>M4</b>	The Bidder must demonstrate, by providing a legible copy of their rating document, that the proposed hotel meets the following Hotel Standard: The establishment must have a minimum Canada Select Star rating of three (3) stars or CAA/AAA Diamond Rating of three (3) diamonds or greater.		