

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Sound Lighting and Staging	
Solicitation No. - N° de l'invitation 35035-115016/A	Date 2012-04-04
Client Reference No. - N° de référence du client 35035-115016	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-357-60223	
File No. - N° de dossier hn357.35035-115016	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-20	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Demers, Carole	Buyer Id - Id de l'acheteur hn357
Telephone No. - N° de téléphone (819) 956-4034 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PRIVY COUNCIL OFFICE BLACKBURN BLDG RM 800 85 SPARKS ST OTTAWA Ontario K1A0A3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
6B1, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	SOUND LIGHTING AND STAGING FOR THE PURPOSE OF PROVIDING SOUND, LIGHTING, STAGING SET UPS AND ANY RELATED MEDIA SERVICES THAT MAY BE REQUIRED DURING THE PRIME MINISTER'S TRAVELS ACROSS CANADA, AS PER THE ATTACHED STATEMENT OF WORK AND EVALUATION CRITERIA. • PERIOD: ONE YEAR FROM DATE OF AWARD PLUS THREE ONE-YEAR OPTION PERIODS	35035	35035	1	Each	\$ XXXXXXXXXXXXXX	See Herein	
2	FY13/14	35035	35035	1	Each	\$ XXXXXXXXXXXXXX	See Herein	
3	FY14/15	35035	35035	1	Each	\$ XXXXXXXXXXXXXX	See Herein	
4	FY15/16	35035	35035	1	Each	\$ XXXXXXXXXXXXXX	See Herein	

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The contractor will be required to provide the goods and services in accordance with the technical requirements stated herein at Annex "A".

2.1 Contractor Representatives

Name and telephone number of the person responsible for :

General enquiries

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

3. Debriefings

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 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.

PART 2 - BIDDER INSTRUCTIONS

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2011-05-16) 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: sixty (60) days

Insert: ninety (90) calendar days

Section 12 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete subsection 1. (a) and (b).

Insert: 1. Canada may reject a bid where any of the following circumstances is present:

- (a) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
- (b) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform;

1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2011-05-16

1.2 No Substitute Products (where identified in Annex 'A' only)

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered.

1.3 Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - (a) designates the brand name, model and/or part number of the substitute product;
 - (b) states that the substitute product is fully interchangeable with the item specified;
 - (c) provides complete specifications and descriptive literature for each substitute product;
 - (d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
 - (e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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35035-115016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn357

Client Ref. No. - N° de réf. du client

35035-115016

File No. - N° du dossier

hn35735035-115016

CCC No./N° CCC - FMS No/ N° VME

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.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (**3** hard copies)

Section II: Financial Bid (**1** hard copy)

Section III: Certifications (**1** hard copy)

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 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) 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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) 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 (**3** hard copies)

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work as set out in Annex "A".

Section II: Financial Bid (**1** hard copy)

Bidders must submit their financial bid in accordance with the Basis of Payment as described in Annex "B". The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

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1.1. Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

1.2 Financial Evaluation

1.2.1 Pricing Basis

The bidder must quote firm lot prices and firm hourly rates (including option years) in Canadian dollars, the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable, as described in Annex "B".

Section III: Certifications (1 hard copy)

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

Evaluation Criteria

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The following **Mandatory** factors will be taken into consideration in the evaluation of each bid:

- Technical compliance with the Statement of Requirement (Annex "A");
- Acceptance of terms and conditions as mentioned in the bid solicitation;
- Completion of the proposal;
- must provide, with its bid, a detailed equipment rental price list;
- must demonstrate, in their proposal, that they have a minimum of three (3) years of experience in the business of providing sound and light to all levels of government, heads of state, world leaders, etc.;
- must be able to provide a minimum of three (3) technicians with a minimum of three (3) years experience each in providing audio visual services. Experience must be demonstrated in a Curriculum Vitae for each proposed technician. This information must be submitted with the bid.

1.1.2 Point Rated Technical Criteria

P1 Event Experience (maximum 30 points)

The Bidder must identify and describe six (6) events on which they have worked within the last three (3) years. Merit of up to five (5) points will be awarded as follows for each of the six (6) events submitted:

SCORE	DESCRIPTION
0-1 points	Evaluator believes there is insufficient similarity between the work performed under any resulting Contract, or that the scope, and magnitude of the listed events are not sufficient, to show that the Bidder has acquired experience relevant to this work.
2-3 points	Evaluator believes, based on the information provided in the proposal concerning the listed events, that the description of the listed events seems similar in scope magnitude to the Work to be performed under any resulting contract, to a degree that the Bidder's work on the listed events would be of some benefit in performing this Work.
4-5 points	Evaluator believes, based on the information provided in the proposal concerning the listed events, that the work performed seems similar in scope and magnitude to the Work to be performed under any resulting Contract, to a degree that the Bidder's work on the

listed events would be of great benefit in performing this Work.

P2 Resourcing Strategy (maximum 10 points)

Merit of up to ten (10) points shall be awarded for the Bidder's Resourcing Strategy in terms of the availability of personnel throughout the duration of the Contract. The Bidder must provide resumes of proposed back-up personnel, addressing specifically the individual's experience as per the elements described in Part 3 Section I: technical bid. Points shall be awarded as follows:

SCORE	DESCRIPTION
0-2 points	Not acceptable/Not addressed: Proposal provides no details on replacement individuals of similar qualifications and experience who can readily replace the main resource.
3-5 points	Marginal: Proposal provides minimal detail on replacement individuals of similar qualifications and experience who can readily replace the main resource.
6-8 points	Satisfactory: Bidder has proposed the services of one additional individual with similar qualifications and experience who can readily replace the main resource.
9-10 points	Very Good: Bidder has proposed the services of more than one additional individual with similar qualifications and experience who can readily replace the main resource.

P3 Proposed Work Feasibility, Approach and Methodology (maximum 10 points)

The Bidder must clearly outline its approach and proposed methodology to meet the requirement as well as the degree of success expected. The proposed approach must be compliant with the requirements of the Statement of Requirement (Annex "A"). Sufficient detail must be provided to demonstrate the Bidder's grasp of the requirement and the Bidder's competence to meet it. Points shall be awarded as follows:

SCORE	DESCRIPTION
0-2 points	Not acceptable/Not addressed: Proposal provides no details, which makes it impossible to assess.
3-5 points	Marginal: Proposal provides minimal or little detail. Evaluator has low confidence that the objectives will be met.
6-8 points	Satisfactory: Proposal provides a practical approach. Evaluator has confidence that the objectives will be met.
9-10 points	Very Good: Proposal provides an excellent approach. Evaluator is convinced that the objectives will be met and/or exceeded.

1.2 Financial Evaluation

Compliance with the Pricing Basis as indicated at Annex "B".

The financial evaluation will be done using a weighted average as indicated in Annex "B". The aggregate bid price will be calculated by adding all the packages and the weighted average attached to each package for the original contract period and the three one year options.

1.3 Conditions/Certifications Precedent to Contract

Federal Contractors Program as specified in Part 5;
Financial Capability as specified at Part 2, para 1.1.;

2. Basis of Selection

To be considered responsive, (a) the bid must meet all of the requirements of the bid solicitation including the technical and financial sections, (b) the bid must obtain the required pass mark of 60% on each P1 (Event Experience), P2 (Resourcing Strategy) and P3 (Proposed Work Feasibility, Approach and Methodology). Bids not meeting all of the mandatory requirements will be given no further consideration.

Recommendation for contract award will be based on the lowest aggregate price (based on the total of all packages (Annex "C" - PART 1 and PART 2) for the first year + the three year options. The pricing evaluation for the packages (PART 1) will use a weighted average. The Transportation Costs (PART 2) will evaluate the kilometer rate, the daily usage of vehicles and a mark-up percentage.

The total price for PART 1 and PART 2 will be added to obtain the final bid price.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

Signature

Date

1.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

Signature

Date

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1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

1.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract and at Annex "A" .

Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The contractor will be required to provide the goods and services in accordance with the technical requirements stated herein at Annex "A".

2.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2011-05-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of contract will be from _____ to _____ inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Carole Demers
Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
"HN" Division
7B3, Place du Portage, Phase III
11 Laurier Street
Gatineau, QC, K1A 0S5

Telephone: (819) 956-4034
Facsimile: (819) 953-4944
E-mail address: carole.demers@pwgsc-tpsgc.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.

5.2 Project Authority

The Project Authority for the Contract is:

Name: will be inserted at contract
Title: will be inserted at contract
Telephone: (xxx) xxx-xxxx
Facsimile: (xxx) xxx-xxxx
E-mail: will be inserted at contract

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.

5.3 Contractor's Representative

Name and telephone number of the person responsible for:

General Enquiries

Name: will be inserted at contract
Telephone No: will be inserted at contract
Facsimile No: will be inserted at contract
E-mail address: will be inserted at contract

Delivery Follow-up

Name: will be inserted at contract
 Telephone No: will be inserted at contract
 Facsimile No: will be inserted at contract
 E-mail address: will be inserted at contract

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex `B`. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

6.3 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12
H1001C	Multiple Payments	2008-05-12

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and two (2) copies must be forwarded to:

**Informatics and Technical Services
 Privy Council Office
 Room 800, Blackburn Building
 85 Sparks Street
 Ottawa, Ontario
 K1A 0A3**

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Department of Public Works and Government Services
 "HN" Division
 7B3 Place du Portage, Phase III
 11 Laurier Street
 Gatineau, QC
 K1A 0S5
 Attention: Carole Demers

8. Certifications

- 8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

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

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) 2010C (2011-05-16) General Conditions - Services (Medium Complexity);
- (c) Annex 'A' - Statement of Work;
- (d) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

ANNEX "A"**STATEMENT OF WORK****1. PURPOSE**

Privy Council Office will establish a contract for the rental of sound and lights, staging and teleprompter equipment and installation for events attended by the Prime Minister across the country.

2. BACKGROUND

The Privy Council Office, Tour Services, is responsible for providing sound, light, staging and teleprompter equipment for all events attended by the Prime Minister both in the National Capital Region and across the country.

3. CONTRACTOR REQUIREMENTS**a. Availability**

The supplier must provide these services across the country. The events will often take place either at night or during weekends and sometimes with little notice. The supplier must be reachable at all times. The services must be available 24 hours a day, 7 days a week. A main point of contact must be provided. As events are determined by the Prime Minister's Office (PMO), it is very difficult to determine how frequent this service will be required. However, from past experience, it is expected that these services will be required for approximately three (3) to four (4) events per month.

b. Vendor Supplier Relationship

Working closely with PCO Tour Services staff, the supplier will carefully take into account the most efficient process for ensuring the interests of the PMO, PCO Tour Services, Royal Canadian Mounted Police (RCMP), hosts, venue, media, guests and any other stakeholders are all given due consideration. The supplier recognizes that PCO Tour Services remains the Project Authority and maintains the lead and accountability at all times. The supplier will be required to liaise with clients to fully understand the client's requirements.

c. Cancellation of Events

PCO may cancel the engagement at anytime by a written notice or by a telephone call prior to the event. The supplier will be paid for work completed prior to the cancellation of the request.

4. SERVICE REQUEST

The Project Authority will provide to the supplier, in writing, a service request for the services required detailing when, where and what services will be required. The supplier will acknowledge the service request.

5. TECHNICAL REQUIREMENT

The supplier must provide the following six (6) event packages as and when required by the Project Authority:

- * Package #1 - Press Conference
- * Package #2 - Event for 400 people
- * Package #3 - Event for 1000 people
- * Package #4 - Event using a teleprompter
- * Package #5 - Outdoor lighting
- * Package #6 - Stanchions

PACKAGE #1 - PRESS CONFERENCE

SOUND EQUIPMENT REQUIRED

Qty	Description
1	Podium, Signature Series - Odyssey c/w microphones (NO SUBSTITUTE)
2	Speaker, Passive 2-way - EV SX 300
2	Speaker stand, Ultimate or K&M
1	Fostex speaker - 6301 B3X (monitor)
2	Speaker skirt
3	Media feed, 22 output (must be broadcast quality)
1	Microphone, Dynamic - Shure SM57 (NO SUBSTITUTE)
1	Microphone, Condensor - Shure MX412C
2	Microphone stand and boom
1	Digital Mixer – Yamaha LS9
1	CD Player - Denon DNT625
1	Stereo Equalizer - Klark Teknik DN 360 - Third octave equalizer
1	Compressor - DBX 1066
1	Audio Distribution Amplifier - Drawmer DA6X
1	Power Conditioner - PL-PLUS Series 2
1	Amplifier Carver PR-1250
1	All necessary cables
2	Tape, Cloth Gaff - 2.5" Black
1	Digital audio recorder - Marantz PMD670
4	Canadian flags (3' x 6') c/w poles and bases - hardware included

LIGHTING EQUIPMENT REQUIRED

Qty	Description
2	ARRI Studio 1000 Watt (NO SUBSTITUTION)
2	ARRI Studio 650 Watt (backlight) (NO SUBSTITUTION)
4	Avenger 401B 3 rise stands
4	Sand bags

OTHER EQUIPMENT REQUIRED**Qty Description**

- | | |
|---|--|
| 1 | Floor audio monitor with an adjustable volume control is required in this Package so that the Prime Minister can properly hear questions from the media. |
|---|--|

PACKAGE #2 - EVENT FOR 400 PEOPLE**SOUND EQUIPMENT REQUIRED****Qty Description**

- | | |
|---|---|
| 1 | Podium, Signature Series - Odyssey c/w microphones (NO SUBSTITUTE) |
| 4 | Speaker, Passive 2-way - EV SX-300 |
| 4 | Speaker stand, Ultimate or K&M |
| 1 | Fostex speaker - 6301 B3X (monitor) |
| 4 | Speaker skirt |
| 3 | Media Feed, 22 output - (must be broadcast quality) |
| 1 | Microphone, Dynamic - Shure SM57 (NO SUBSTITUTION) |

SOUND EQUIPMENT REQUIRED (CONT'D)**Qty Description**

- | | |
|---|--|
| 1 | Microphone, Condensor - Shure MX412C |
| 2 | Microphone stand and boom |
| 1 | Digital Mixer – Yamaha LS9 |
| 1 | CD Player - Denon DNT625 |
| 1 | Stereo Equalizer - Klark Teknik DN 360 - Third octave equalizer |
| 1 | Compressor - DBX 1066 |
| 1 | Audio Distribution Amplifier - Drawmer DA6X |
| 1 | Power Conditioner - PL-PLUS SERIES 2 |
| 1 | Amplifier Carver PT-1250 |
| 1 | All necessary cables |
| 2 | Tape, Cloth Gaff - 2.5" Black |
| 1 | Digital audio recorder - Marantz PMD670 |
| 4 | Canadian flags (3' x 6') c/w poles and bases - hardware included |

LIGHTING EQUIPMENT REQUIRED**Qty Description**

- | | |
|---|---|
| 4 | ARRI Studio 1000 Watt (NO SUBSTITUTION) |
| 2 | ARRI Studio 650 Watt (backlight) (NO SUBSTITUTION) |
| 6 | Avenger 401B 3 rise stands |
| 6 | Sand bags |

STAGING EQUIPMENT REQUIRED

Qty	Description
1	Drape, 16' high - velour (black or blue must be available) - 30 foot section
6	Stage, 4 x 8 deck - Wenger Versatile (variable height)
2	Steps 16" unit

PACKAGE #3 - EVENT FOR 1000 PEOPLE**SOUND EQUIPMENT REQUIRED**

Qty	Description
1	Podium, Signature Series - Odyssey c/w microphones (NO SUBSTITUTE)
8	Speaker, Passive 2-way - EV SX-300
8	Speaker stand, Ultimate or K&M
1	Fostex speaker - 6301 B3X (monitor)
8	Speaker skirt
3	Media Feed, 22 output - (must be broadcast quality)
1	Microphone, Dynamic - Shure SM57 (NO SUBSTITUTION)
1	Microphone, Condensor - Shure MX412C
2	Microphone stand and boom
1	Digital Mixer – YAMAHA LS9
1	CD Player - Denon DNT625
1	Stereo Equalizer - Klark Teknik DN 360 - Third octave equalizer
1	Compressor - DBX 1066
1	Audio Distribution Amplifier - Drawmer DA6X
1	Power Conditioner - PL-PLUS SERIES 2
2	Amplifier Carver PT-1250
1	All necessary cables
2	Tape, Cloth Gaff - 2.5" Black
1	Digital audio recorder - Marantz PMD670
4	Canadian flags (3' x 6') c/w poles and bases - hardware included

LIGHTING EQUIPMENT REQUIRED

Qty	Description
4	ARRI Studio 1000 Watt (NO SUBSTITUTION)
4	ARRI Studio 650 Watt (backlight) (NO SUBSTITUTION)
8	Avenger 401B 3 rise stands
8	Sand bags

STAGING EQUIPMENT REQUIRED

Qty	Description
2	Drape, 16' high - velour (black or blue must be available) - 30 foot section
12	Stage, 4 x 8 deck - Wenger Versatile (variable height)
4	Steps 16" unit

PACKAGE #4 - EVENT USING A TELEPROMPTER**SOUND EQUIPMENT REQUIRED**

Qty	Description
2	Teleprompting, Dual Speech Monitors – Telescript (NO SUBSTITUTION)
2	Teleprompting Glass viewer with stands – Telescript (NO SUBSTITUTION)
1	Teleprompting speech monitor – Telescript (NO SUBSTITUTION)
1	Computer, Laptop, P4 3GHz 512 40GB - Dell
1	Distribution Amplifier, 1:3 VGA - Kramer VP-3

PACKAGE #5 - OUTDOOR LIGHTING

Qty	Description
2	Lighting, Daylight Matching HMI - 1.2k
2	Lighting stand, 3-rise - Avenger A105B
	Extension cords
6	Safety, sandbags - 10 lbs.

PACKAGE #6 – STANCHIONS

Qty	Description
40 ft	Stanchions

ADDITIONAL REQUIREMENTS

- a. To maintain consistency, the mixing board must be wired as follows for all packages:
 - the public address system (PA) must be wired to the left channel of the mixing board;
 - media feeds must be wired to the right channel of the mixing board;
 - equalizer must only be on the PA channel of the mixing board (no equalization of the media channel).
- b. Ensure that all cabling is properly taped to the floor in all exposed areas. Where possible, cables must be hung above door entrances.

-
- c. As part of the lighting equipment requirements in each package, the supplier must include a selection of:
- electrical cables (AC);
 - scrim sets, get sets;
 - spare bulbs;
 - t-clamps, scissor clamps, clips.
- d. The supplier is responsible to incur the cost and coordinate the transportation of all equipment to the venue(s) in the National Capital Region.
- When an event is held outside the National Capital Region, the transportation costs shown on Annex "B" will be used.
- e. Depending on the nature and time of an event, it may be advisable that event set-up is completed the day previous to the event. The supplier and client should discuss such circumstances and permissibility.
- f. The supplier must install and test all equipment and ensure that it is fully operational at least one hour prior to the scheduled start of the event.
- g. In the event of equipment failure, must be able to provide key components as back-up in order to correct problems and ensure minimal disturbance during event.
- h. Supplier's shipping boxes and/or packaging material must be stored outside the meeting room.
- i. During the event, technicians must present themselves in business dress or equivalent company-supplied uniform.
- j. At closure, the supplier will disassemble and remove equipment in a timely fashion.

-
- k. Any requirement for equipment for a specific event in addition to what is detailed above shall be presented to the client. The supplier will provide a description of the additional equipment required, the reason for adding it for that event, and the associated pricing for consideration of the client. The supplier will not include this equipment without the express authorization of the client to do so.
- l. The supplier must have a technician, with a minimum of three years experience doing similar work, present during the entire event(s).
- m. An equipment list will be provided for rental to the Crown when/if additional equipment is required outside of the equipment listed in each package.

ANNEX "B"**BASIS OF PAYMENT****BASIS OF PAYMENT**

The Contractor will be paid firm lot prices all-inclusive of all labour and equipment usage for the pre-production, production and post-production of the six (6) event packages as described in Annex "A" and firm rates and mark-up % related to the transportation costs (outside the National Capital Region only), for the contract period and for each option year, in Canadian dollars, FOB destination, GST/HST extra, all applicable Customs duties and Excise taxes included.

Labour for these packages will be based on an event that starts at 11:00 hrs, with 1 hour run time and dismantle to follow immediately.

PACKAGE**LOT PRICE**

#1 - Press Conference	\$ _____
#2 - Event for 400 people	\$ _____
#3 - Event for 1000 people	\$ _____
#4 - Event using a teleprompter	\$ _____
#5 - Outdoor lighting	\$ _____
#6 - Stanchions	\$ _____

Hourly rates for the following periods are made available to the Crown as and when required. These rates are additional to the firm package rates and will be utilised if additional resources are required:

- Regular business hours (7:00 to 17:00)

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr
- Overtime

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr
- Travel Status

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr

FIRST YEAR OPTION**PACKAGE****LOT PRICE**

#1 - Press Conference	\$ _____
#2 - Event for 400 people	\$ _____
#3 - Event for 1000 people	\$ _____
#4 - Event using a teleprompter	\$ _____
#5 - Outdoor lighting	\$ _____
#6 - Stanchions	\$ _____

Hourly rates for the following periods are made available to the Crown as and when required. These rates are additional to the firm package rates and will be utilised if additional resources are required:

- Regular business hours (7:00 to 17:00)

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr
- Overtime

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr
- Travel Status

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr

SECOND YEAR OPTION**PACKAGE****LOT PRICE**

#1 - Press Conference	\$ _____
#2 - Event for 400 people	\$ _____
#3 - Event for 1000 people	\$ _____
#4 - Event using a teleprompter	\$ _____
#5 - Outdoor lighting	\$ _____
#6 - Stanchions	\$ _____

Hourly rates for the following periods are made available to the Crown as and when required. These rates are additional to the firm package rates and will be utilised if additional resources are required:

-
- Regular business hours (7:00 to 17:00)

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr

 - Overtime

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr

 - Travel Status

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr

THIRD YEAR OPTION

PACKAGE

LOT PRICE

#1 - Press Conference	\$ _____
#2 - Event for 400 people	\$ _____
#3 - Event for 1000 people	\$ _____
#4 - Event using a teleprompter	\$ _____
#5 - Outdoor lighting	\$ _____
#6 - Stanchions	\$ _____

Hourly rates for the following periods are made available to the Crown as and when required. These rates are additional to the firm package rates and will be utilised if additional resources are required:

- Regular business hours (7:00 to 17:00)

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr

- Overtime

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr

- Travel Status

Project Manager:	\$ _____ hr
Technician:	\$ _____ hr
Assistant:	\$ _____ hr

TRANSPORTATION COSTS

	Original Contract Period	YR 1	YR 2	YR 3
1) Kilometer Rate:	\$_____per km	\$_____per km	\$_____per km	\$_____per km
2) Daily Vehicle Usage:				
VAN:	\$_____	\$_____	\$_____	\$_____
1 TON:	\$_____	\$_____	\$_____	\$_____
3 TON:	\$_____	\$_____	\$_____	\$_____
5 TON:	\$_____	\$_____	\$_____	\$_____
3) <i>(ONLY APPLICABLE IF INDICATED AT BID TIME)</i>				
	Original Contract Period	YR 1	YR 2	YR 3
Common Carrier (at cost) + _____% mark-up		_____% mark-up	_____% mark-up	_____% mark-up

ANNEX "C"**BID EVALUATION****PART 1****ORIGINAL CONTRACT PERIOD**Package #1: (lot price) x 10% = \$ _____Package #2: (lot price) x 30% = \$ _____Package #3: (lot price) x 20% = \$ _____Package #4: (lot price) x 30% = \$ _____Package #5: (lot price) x 10% = \$ _____Package #6: (lot price) x 10% = \$ _____**TOTAL:** \$ _____**FIRST OPTION YEAR**Package #1: (lot price) x 10% = \$ _____Package #2: (lot price) x 30% = \$ _____Package #3: (lot price) x 20% = \$ _____Package #4: (lot price) x 30% = \$ _____Package #5: (lot price) x 10% = \$ _____Package #6: (lot price) x 10% = \$ _____**TOTAL:** \$ _____**SECOND OPTION YEAR**Package #1: (lot price) x 10% = \$ _____Package #2: (lot price) x 30% = \$ _____Package #3: (lot price) x 20% = \$ _____Package #4: (lot price) x 30% = \$ _____Package #5: (lot price) x 10% = \$ _____Package #6: (lot price) x 10% = \$ _____**TOTAL:** \$ _____

THIRD YEAR OPTIONPackage #1: (lot price) x 10% = \$ _____Package #2: (lot price) x 30% = \$ _____Package #3: (lot price) x 20% = \$ _____Package #4: (lot price) x 30% = \$ _____Package #5: (lot price) x 10% = \$ _____Package #6: (lot price) x 10% = \$ _____**TOTAL:** \$ _____

TOTAL ORIGINAL CONTRACT PERIOD: \$ _____

TOTAL FIRST OPTION YEAR: \$ _____

TOTAL SECOND OPTION YEAR: \$ _____

TOTAL THIRD OPTION YEAR: \$ _____

TOTAL BID PRICE (PART 1): \$ _____**PART 2****TRANSPORTATION COSTS**

NOTE: All estimates are for evaluation purposes only.

1) Kilometer RateCalculationYearly km estimate

Original Contract

Period: \$ _____ per km x 75,000 km = \$ _____

Year 1: \$ _____ per km x 75,000 km = \$ _____

Year 2: \$ _____ per km x 75,000 km = \$ _____

Year 3: \$ _____ per km x 75,000 km = \$ _____

TOTAL: \$ _____

ORIGINAL YR 1 YR 2 YR 3
CONTRACT PERIOD

2) Daily Vehicle Usage:

Type of Vehicle

Van:	\$ _____	\$ _____	\$ _____	\$ _____
1 ton:	\$ _____	\$ _____	\$ _____	\$ _____
3 ton:	\$ _____	\$ _____	\$ _____	\$ _____
5 ton:	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL OF ALL TYPES OF VEHICLE FOR EACH PERIOD:

Original contract period: \$ _____

YR 1: \$ _____

YR 2: \$ _____

YR 3: \$ _____

Calculation Yearly usage estimate

Original Contract

Period total: \$ _____ x 10 days = \$ _____

Year 1 total: \$ _____ x 10 days = \$ _____

Year 2 total: \$ _____ x 10 days = \$ _____

Year 3 total: \$ _____ x 10 days = \$ _____

TOTAL OF ALL 4 YEARS: \$ _____

3) Common Carriers

Common Carriers are required: YES _____ NO _____

(If "NO" is applicable, the following cost will not apply to the contract and option years)

	ORIGINAL	YR 1	YR 2	YR 3
	CONTRACT PERIOD			

Common carriers to be used at cost
with a mark-up of:

_____ % _____ % _____ % _____ %

Calculation

Common carriers costs are estimated at \$10,000.00 for a one year period.

Original Contract Period: \$10,000.00 x _____ % (mark-up) = \$_____ (cost of mark-up)

YR 1: \$10,000.00 x _____ % (mark-up) = \$_____ (cost of mark-up)

YR 2: \$10,000.00 x _____ % (mark-up) = \$_____ (cost of mark-up)

YR 3: \$10,000.00 x _____ % (mark-up) = \$_____ (cost of mark-up)

TOTAL OF COST OF MARK-UP FOR ALL YEARS: \$_____

TOTAL FOR KILOMETER RATE: \$_____

TOTAL FOR DAILY VEHICLE USAGE: \$_____

TOTAL OF MARK-UP FOR COMMON CARRIER: \$_____

TOTAL BID PRICE (PART 2): \$_____

TOTAL PART 1: \$_____

+

TOTAL PART 2: \$_____

=

FINAL BID PRICE: \$_____