

CANADIAN HERITAGE
REQUEST FOR STANDING OFFER

REQUEST NUMBER: 10140873

TITLE OF PROJECT: Rental of Mobile Stages

REQUEST DATE: February 23rd, 2015

CLOSING DATE AND TIME: April 8th, 2015, 2:00 p.m., EDT

ADDRESS ALL ENQUIRIES: Darquise LeBrun
Head, Procurement and Contracting, Special Projects
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: (819) 994-5122
Fax: (819) 953-4133
E-mail: contrats-contracting@pch.gc.ca

The Department of Canadian Heritage (PCH) has a requirement for the above services to be carried out in accordance with the **Statement of Work** attached hereto as **Annex "A"**. The services will be required on an as-and-when-required basis for a two (2) year period commencing upon the date of award of the Standing Offers, with the possibility of extending by up to one (1) additional year. PCH will be awarding up to twelve (12) Standing Offers for these services, based on a maximum of two (2) per category described in the Statement of Work.

Offerors are advised to read the Request for Standing Offer document in its entirety prior to submitting an offer. Annex G includes a checklist for Offerors to ensure they are submitting all required documents and/or information with their offers.

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the work and addressed to the undersigned will be received up to **14:00 hours, (2 p.m.) EDT: April 8th, 2015, at:**

Mail room / Bid Receiving
RFSO: 10140873 (Attn: Darquise LeBrun)
15 Eddy Street, 2nd Floor (15.2.C)
Gatineau, Quebec
K1A 0M5

It is the Offeror's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

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Attachment 1 to Annex C	Explanatory Notes for completing Financial Proposal (Basis of Payment)
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PART 1 - GENERAL INFORMATION

1. INTRODUCTION

The Request for Standing Offer (RFSO) is divided into six parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

List of Annexes:

- | | |
|-----------|---|
| Annex "A" | Statement of Work |
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| Annex "C" | Basis of Payment |
| Annex "D" | Offer of Services Form |
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| Annex "F" | Form 942 Call-up against a Standing Offer |
| Annex "G" | Checklist for submitting an Offer |

List of Attachments:

- | | |
|-------------------------|--|
| Attachment 1 to Annex B | Mandatory Criteria Grid |
| Attachment 1 to Annex C | Explanatory Notes for completing Financial Proposal (Basis of Payment) |
| Attachment 2 to Annex C | Example of Requirements for the Purpose of the Financial Evaluation |

2. SUMMARY

The Department of Canadian Heritage (PCH) is seeking to establish up to twelve (12) Standing Offers for the following period: two (2) years from date of award with one (1) option year.

The objective of this Request for Standing Offers is to find Offerors that will be able to provide Mobile Stages for various events and celebrations in the National Capital Region. This may include events that recur year to year or one-off special events that occur on an “as and when required” basis. Up to two (2) Standing Offers will be issued for each of the six (6) categories of mobile stages, as detailed in the Statement of Work at Annex “A”.

3. DEBRIEFINGS

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. SUBMISSION OF OFFERS

Offers must be submitted only to Canadian Heritage (PCH) Mail room / Bid Receiving by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, Offers transmitted electronically or by facsimile to PCH will not be accepted.

3. FORMER PUBLIC SERVANT

Contracts with 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 with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum

payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. ENQUIRIES - REQUEST FOR STANDING OFFER

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

5. APPLICABLE LAWS

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. OFFER PREPARATION INSTRUCTIONS

Canada requests that offerors provide their offer in separately bound sections as follows:

Section 1: Technical Offer: four (4) hard copies;
Section 2: Financial Offer: one (1) hard copy; and
Section 3: Certifications: one (1) hard copy.

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

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

- 1) 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
- 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 1: Technical Offer

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

The technical Offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the Offer will be evaluated. Simply repeating the statement contained in the Offer solicitation is not sufficient. In order to facilitate the evaluation of the Offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their Offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section 2: Financial Offer

Offerors must submit their financial offer in accordance with Annex "C", the Basis of Payment. The total amount of applicable taxes must be shown separately. Offerors must submit daily and weekly rates for each of the categories for which they are submitting an Offer. Categories are defined in the Statement of Work at Annex "A".

Section 3: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. EVALUATION PROCEDURES

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the mandatory technical criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Mandatory Technical Criteria

Each offer will be reviewed to determine whether it meets the mandatory requirements of the Request for Standing Offer. Any element of the Request for Standing Offer that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in **Annex “A” – Statement of Work and Annex “B” - Mandatory Evaluation Criteria**.

2. BASIS OF SELECTION - LOWEST EVALUATED PRICE

2.1 To be declared responsive, an Offer must:

- (a) Comply with all the requirements of the Request for Standing Offer; and
- (b) Meet the mandatory technical criteria in Annex A, Annex B and Attachment 1 to Annex B;
- (c) Offers not meeting (a) or (b) will be declared non-responsive. The two (2) responsive Offers for each of the six (6) categories of mobile stages described in the Statement of Work at Annex “A” with the lowest evaluated price will be recommended for issuance of a Standing Offer. The evaluated price is based on a typical requirement for each of the six (6) categories of stages. Each of the typical requirements is described in Attachment 2 to Annex C – Example of Requirements for the Purpose of the Financial Evaluation. Offerors are advised to read the Explanatory Notes for completing their Financial Proposal at Attachment 1 to Annex C when preparing their financial proposal.

2.2 Offerors should note that all contracts are subject to PCH’s internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that an Offeror may have been recommended for Standing Offer award, issuance of any Standing Offer will be contingent upon internal approval. If such approval is not given, no Standing Offer will be awarded.

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 during the 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.

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.

1. Mandatory Certifications Required Precedent Award of a Standing Offer

1.1 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

6A. STANDING OFFER

1. OFFER

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. SECURITY REQUIREMENT

2.1 The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

2.2 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

2.3 The Offeror must comply with the provisions of the:
a) *Industrial Security Manual* (Latest Edition).

3. STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offer - Goods or Services, apply to and form part of the Standing Offer.

4. TERM OF STANDING OFFER

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is for two (2) years from date of award.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional one (1) year period, under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. AUTHORITIES

5.1 Standing Offer Authority

The Standing Offer Authority is:

Darquise LeBrun
Head, Procurement and Contracting, Special Projects
Contracting and Materiel Management Directorate
Canadian Heritage
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5

E-mail: contrats-contracting@pch.gc.ca

Telephone: 819-994-5122

Facsimile: 819-953-4133

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority will be identified at time of issuance of a Call-up against the Standing Offer.

5.3 Technical Authority

The Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

5.4 Offeror's Representative

(To be determined at issuance of the Standing Offer)

6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS *(if applicable)*

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: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. IDENTIFIED USERS

The Identified User authorized to make call-ups against the Standing Offer is: **Canadian Heritage.**

8. CALL-UP PROCEDURES

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this SO.

- d) **Multiple SOs:** The Offeror acknowledges that multiple SOs may be issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the call-up process described below.
- e) **Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this Standing Offer outlined below.
- f) **Ranking and Methodology for Multiple SOs:** If more than one SO is authorized for use the following ranking methodology and call-up procedures will be used:

Multiple Standing Offers

As more than one Standing Offer will be awarded for this requirement of Work specified in the Statement of Work, in Annex A, a request to perform work will be sent on a proportional basis. Work will be allocated according to the ranking of each Offeror and distributed on a proportional basis of 60% of the work being allocated to the Offeror ranked first as it represents the best value to the Crown; and 40% of the work will be allocated to the Offeror ranked second.

Up to two (2) Standing Offers for each of the six (6) categories of mobile stages will be awarded as a result of PCH bid solicitation number: 10140873. The Offerors' order of ranking is as follows:

Ranked first (Offeror to be determined) (60%):
Ranked second (Offeror to be determined) (40%):

Managing the proportional basis of allocating the work

On a bi-annual basis, the Contracting Authority and the Project Authority will ensure that the pre-determined work distribution, stated in the contract is respected as much as possible and if required implement corrective measures.

9. CALL-UP INSTRUMENT

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call up Against a Standing Offer (Form attached at Annex “F”).

10. NON-STANDING OFFER ITEMS

Identified Users may incorporate within the Call-up up to a total of \$5,000.00 of non-Standing Offer items.

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offer - Goods or Services;
- d) the general conditions 2010C (2014-09-25) - General Conditions - Services (Medium Complexity);

- e) Annex A, Statement of Work;
- f) Annex C, Basis of Payment;
- g) Annex E, Insurance Requirements;
- h) the Offeror's offer dated _____ (*to be determined at issuance of the Standing Offer*)

12. CERTIFICATIONS

12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer. Certifications are subject to verification by Canada during the entire period of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. APPLICABLE LAWS

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.
(To be determined at issuance of the Standing Offer)

14. INSURANCE REQUIREMENTS

The Offeror must comply with the insurance requirements specified in Annex E. The Offeror must maintain the required insurance coverage for the duration of the SO. Compliance with the insurance requirements does not release the Offeror from or reduce its liability under the SO. The Offeror is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the SO and to ensure compliance with any applicable law. Any additional insurance coverage is at the Offeror's expense, and for its own benefit and protection.

The Offeror must forward to the SO Authority within 15 working days after the date of award of the SO, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Offeror must, if requested by the SO Authority, forward to Canada a certified true copy of all applicable insurance policies.

6B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a Call-up against the Standing Offer.

1. STATEMENT OF WORK

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. STANDARD CLAUSES AND CONDITIONS

2.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity); apply to and form part of the Contract.

3. TERM OF CONTRACT

3.1 Period of the Contract

The Work must be completed in accordance with the Call-up against the Standing Offer.

4. AUTHORITIES

4.1 Contracting Authority

The Contracting Authority will be identified at time of issuance of a Call-up against the Standing Offer.

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.

4.2 Project Authority (and/or Technical Authority)

The Project and/or Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

The Project and/or Technical 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 and/or Technical Authority; however, the Project and/or Technical 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. PAYMENT

5.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex "C", for Work performed under the Call-up against the Standing Offer.

5.2 Limitation of Expenditure

- a) The Contractor will be paid for Work performed under each approved call-up, in accordance with the Basis of Payment at Annex "C" of the Standing Offer.
- b) Canada's total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

5.3 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6. 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:

The original and one (1) copy must be forwarded to the address shown on page one of the Contract for certification and payment.

7. OFFICIAL LANGUAGES

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

8. GREEN PROCUREMENT

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

ANNEX A

STATEMENT OF WORK

1. **SCOPE**

1.1 **Title**

Rental of Mobile Stages

1.2 **Introduction**

The Department of Canadian Heritage (PCH) is seeking a supplier to provide Mobile Stages under a Standing Offer Agreement for various events and celebrations held in the National Capital Region. This may include events that recur year to year or one-off special events that occur on an "as and when required" basis. PCH will award up to two (2) Standing Offer Agreements for each category listed in section 1.3 below.

1.3 **Objectives of the Requirement**

The Contractor will be tasked in the delivery, installation, operation and removal of Mobile Stages. The different stages are divided into six (6) categories. There are two (2) additional categories for peripheral items and personnel that may be required with one of the six (6) stage categories. The eight (8) categories forming part of the resulting Standing Offer are as follows:

- A: 24' width by 20' depth mobile stage
- B: 32' width by 24' depth mobile stage
- C: 40' width by 40' depth mobile stage
- D: 50' width by 38' depth mobile stage.
- E: Promotional Stage
- F: Front of House Position
- G: Peripherals
- H: Personnel

1.4 **Background**

The Department of Canadian Heritage produces or provides support to a variety of public events in the National Capital Region including Canada Day and Winterlude as well as one-time special events. These events will require the use of stages for artistic programming and performances as well as Ceremonial and Protocol events and media events.

The specifics of each event (times, dates and duration) will vary but every call-up against the standing offer will be issued within the scope of the Standing Offers.

2. REQUIREMENT

2.1 Tasks and Activities

The Offeror shall supply one or more stages that conform to the technical specifications set out below.

For each event, PCH will inform the Offeror of locations and times where the stages are to be required. PCH will arrange access points and times of access. The Offeror will need to supply names and dates of birth of all personnel for purposes of security clearance. This information must be supplied two weeks in advance of the event(s).

The Offeror must supply the makes, models and license plate numbers of all vehicles and trailers entering work sites.

The Offeror will supply all means of transportation for the stage and all related components to and from the work site.

The Offeror will supply all labour required for delivery, positioning, installation, erection, dismantle and removal of the stage. A Manufacturer Certified Technician must be present at each phase noted above. A Manufacturer Certified Technician is not required when the stage is in general use for rehearsals and performances but should be available by telephone for consultation if required.

Should either PCH or the Offeror feel that a Manufacturer Certified Technician is required at other times the position will be added based on the position set forth in category H below and at a cost laid out in the Basis of Payment at Annex C.

2.2 Specifications and Standards

The following technical specifications are the minimum requirements needed to qualify for these services.

CATEGORY A: 24 FOOT WIDTH BY 20 FOOT DEPTH MOBILE STAGE

The stage deck shall be not less than 24 feet and not larger than 28 feet in width and not less than 20 feet and not greater than 22 feet in depth free and clear of obstruction and covered entirely by the stage roof.

The deck shall be no more than 54 inches in height from the ground to the surface of deck once the deck is in its fixed and final position.

The deck shall be expandable with the addition of removable stage decks.

The deck shall have a minimum Design Live Load of 100 pounds per square foot (490 kilograms/square meter).

The roof shall fully cover the stage deck and shall extend a minimum of 18 inches downstage of the downstage edge of the stage.

The roof shall be a minimum of 13 feet and 6 inches above the deck at the upstage edge and a minimum of 14 feet and 6 inches above the deck at the downstage edge when in the raised and fixed position.

The roof shall be a solid hard construction. A fabric roof is not acceptable to cover the main performance area.

The roof shall be capable of lifting a minimum of 3,500 pounds (1,590 kilograms) from its lowered (working) position into its final and fixed position.

The roof shall have a minimum load bearing capacity of 6,000 pounds (2,720 kilograms) if load is attached in the final and fixed position.

The stage shall have the capacity to mount side overhand rigging beams from downstage edge of the stage. The beams shall extend a minimum of 36 inches from the side of the stage and have minimum load capacity of 750 pounds (340 kilograms).

The stage shall be fitted with weatherproof wind walls on the upstage and stage left and right sides of the stage.

On the upstage the wall shall extend to width of the stage deck and shall have a minimum of one opening 6 feet wide and 6 feet high that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The walls on stage left and right shall extend from the upstage edge to the mid-point of the stage. Each side wall shall have an opening 3 feet wide and 6 feet tall that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The wind walls shall be fitted with quick release anchors or buckles that can be released by hand in the event of strong winds.

The wind walls shall be treated to be fire resistant.

The stage shall be fitted with safety rails on the back and sides of the deck. The rails must be a minimum of 30 inches in height, have one rail at the top and two additional rails between the top and the deck.

The stage shall be capable of being fitted with graphic banners on the top, sides and bottom front of the stage.

The stage shall be capable of resisting wind gusts up to 60 miles per hours (97 kilometers per hour) with the wind walls in place and 80 miles per hour (129 kilometers per hour) with wind walls removed without the need for additional ballast.

The stage must be capable of being assembled in less than a 6 hour period for final positioning to having the roof raised, with all walls and railings and beams installed and ready for use.

The stage must be capable of being fully dismantled and ready for removal in less than a 4 hour period after the stage has been rendered free and clear of all sound, lighting, video, sets and instruments.

The stage shall be delivered with two 8 foot by 8 foot platforms to be fitted to the stage left and right sides extending rearward from the downstage edge. These platforms shall be flush and level with the main stage and fitted with safety railing to outside edges and rear.

The stage shall be delivered with two sets of removable stairs that can be fitted to the stage where required. The stairs shall be fitted with handrails on each side for safety.

Use of a crane for any portion of the assembly and dismantle is not acceptable.

Include with the bid a sample of an inspection and safety report for this type of stage.

CATEGORY B: 32 FOOT WIDTH BY 24 FOOT DEPTH MOBILE STAGE

The stage deck shall be not less than 32 feet and not larger than 36 feet in width and not less than 24 feet and not greater than 30 feet in depth free and clear of obstruction and covered entirely by the stage roof.

The deck shall be no more than 64 inches in height from the ground to the surface of deck once the deck is in its fixed and final position.

The deck shall be expandable with the addition of removable stage decks.

The deck shall have a minimum Design Live Load of 100 pounds per square foot (490 kilograms/square meter).

The roof shall fully cover the stage deck and shall extend a minimum of 18 inches downstage of the downstage edge of the stage.

The roof shall be a minimum of 14 feet and 6 inches above the deck at the upstage edge and a minimum of 16 feet and 3 inches above the deck at the downstage edge when in the raised and fixed position.

The roof shall be of a solid hard construction. A fabric roof is not acceptable to cover the main performance area.

The roof shall be capable of lifting a minimum of 5,000 pounds (2,268 kilograms) from its lowered (working) position into its final and fixed position.

The roof shall have a minimum load bearing capacity of 10,000 pounds (4,535 kilograms) if load is attached in the final and fixed position.

The stage shall have the capacity to mount side overhand rigging beams from downstage edge of the stage. The beams shall extend a minimum of 60 inches from the side of the stage and have minimum load capacity of 1,750 pounds (794 kilograms).

The stage shall have the capacity to fit extended rigging bars to extend beyond the downstage edge of the roofline. The bars shall extend a minimum of 36 inches with a minimum load bearing capacity of 350 pounds (158 kilograms).

The stage shall be fitted with weatherproof wind walls on the upstage and stage left and right sides of the stage.

On the upstage the wall shall extend to width of the stage deck and shall have a minimum of one opening 6 feet wide and 6 feet high that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The walls on stage left and right shall extend from the upstage edge to the mid-point of the stage. Each side wall shall have an opening 3 feet wide and 6 feet tall that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The wind walls shall be fitted with quick release anchors or buckles that can be released by hand in the event of strong winds.

The wind walls shall be treated to be fire resistant.

The stage shall be fitted with safety rails on the back and sides of the deck. The rails must be a minimum of 30 inches in height, have one rail at the top and two additional rails between the top and the deck.

The stage shall be capable of being fitted with graphic banners on the top, sides and bottom front of the stage.

The stage shall be capable of resisting wind gusts up to 60 miles per hours (97 kilometers per hour) with the wind walls in place and 80 miles per hour (129 kilometers per hour) with wind walls removed without the need for additional ballast.

The stage must be capable of being assembled in less than a 6 hour period from final positioning to having the roof raised, with all walls and railings and beams installed and ready for use.

The stage must be capable of being fully dismantled and ready for removal in less than a 4 hour period after the stage has been rendered free and clear of all sound, lighting, video, sets and instruments.

The stage shall be delivered with two 8 foot by 8 foot platforms to be fitted to the stage left and right sides extending rearward from the downstage edge. These platforms shall be flush and level with the main stage and fitted with safety railing to the outside and rear.

The stage shall be delivered with two sets of removable stairs that can be fitted to the stage where required. The stairs shall be fitted with handrails on each side for safety.

Use of a crane for any portion of the assembly and dismantle is not acceptable.

Include with the bid a sample of an inspection and safety report for this type of stage.

CATEGORY C: 40 FOOT WIDTH BY 40 FOOT DEPTH MOBILE STAGE

The stage deck shall be not less 40 feet and not larger than 44 feet in width and at least 40 feet and not larger than 44 feet in depth free and clear of obstruction and covered entirely by the stage roof.

The deck shall be no more than 72 inches in height from the ground to the surface of deck once the deck is in its fixed and final position.

The deck shall be expandable with the addition of removable stage decks.

The deck shall have a minimum Design Live Load of 100 pounds per square foot (490 kilograms/square meter).

The roof shall fully cover the stage deck and shall extend a minimum of 6 inches downstage of the downstage edge of the stage.

The roof shall be a minimum of 21 feet above the deck at the upstage edge and a minimum of 24 feet above the deck at the downstage edge when in the raised and fixed position.

The roof shall be of a solid hard construction. A fabric roof is not acceptable to cover the main performance area.

The roof shall be capable of lifting a minimum of 9,000 pounds (4,080 kilograms) from its lowered (working) position into its final and fixed position.

The roof shall have a minimum load bearing capacity of 25,000 pounds (11,340 kilograms) if load is attached in the final and fixed position.

The stage shall have the capacity to mount side overhand rigging beams from downstage edge of the stage. The beams shall extend a minimum of 60 inches from the side of the stage and have minimum load capacity of 1,750 pounds (794 kilograms).

The stage shall be fitted with weatherproof wind walls on the upstage and stage left and right sides of the stage.

On the upstage the wall shall extend to the width of the stage deck and shall have a minimum of one opening 8 feet wide and 8 feet high that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The walls on stage left and right shall extend from the upstage edge to the mid-point of the stage. Each side wall shall have an opening 6 feet wide and 6 feet tall that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The wind walls shall be fitted with quick release anchors or buckles that can be released by hand in the event of strong winds.

The wind walls shall be treated to be fire resistant.

The stage shall be fitted with safety rails on the back and sides of the deck. The rails must be a minimum of 30 inches in height, have one rail at the top and two additional rails between the top and the deck.

The stage shall be capable of being fitted with graphic banners on the sides and bottom front of the stage.

The stage shall be capable of resisting wind gusts up to 60 miles per hours (97 kilometers per hour) with the wind walls in place and 80 miles per hour (129 kilometers per hour) with wind walls removed, without the need for additional ballast.

The stage must be capable of being assembled in less than an 8 hour period from final positioning to having the roof raised, with all walls and railings and beams installed and ready for use.

The stage must be capable of being fully dismantled and ready for removal in less than a 6 hour period after the stage has been rendered free and clear of all sound, lighting, video, sets and instruments.

The stage shall be delivered with two 8 foot by 8 foot platforms to be fitted to the stage left and right sides extending rearward from the downstage edge. These platforms shall be flush and level with the main stage and fitted with safety railing to outside and rear.

The stage shall be delivered with two sets of removable stairs that can be fitted to the stage where required. The stairs shall be fitted with handrails on each side for safety.

Use of a crane for any portion of the assembly and dismantle will not be acceptable.

Include with the bid a sample of an inspection and safety report for this type of stage.

CATEGORY D: 50 FOOT WIDTH BY 38 FOOT DEPTH MOBILE STAGE

The stage deck shall be not less than 50 feet and not larger than 54 feet in width and not less than 38 feet and not larger than 44 feet in depth free and clear of obstruction and covered entirely by the stage roof.

The deck shall be no more than 84 inches in height from the ground to the surface of deck once the deck is in its fixed and final position.

The deck shall be expandable with the addition of removable stage decks.

The deck shall have a minimum Design Live Load of 150 pounds per square foot (490 kilograms/square meter).

The roof shall fully cover the stage deck and shall extend a minimum of 24 inches downstage of the downstage edge of the stage.

The roof shall be a minimum of 27 feet above the deck at the upstage edge and a minimum of 29 feet above the deck at the downstage edge when in the raised and fixed position.

The roof shall be of a solid hard construction. A fabric roof is not acceptable.

The roof shall be capable of lifting a minimum of 24,000 pounds (10,886 kilograms) from its lowered (working) position into its final and fixed position.

The roof shall have a minimum load bearing capacity of 40,000 pounds (18,144 kilograms) if load is attached in the final and fixed position.

The stage shall have the capacity to mount side overhand rigging beams from downstage edge of the stage. The beams shall extend a minimum of 15 feet from the side of the stage and have minimum load capacity of 7,500 pounds (3,400 kilograms).

The stage shall be fitted with weatherproof wind walls on the upstage and stage left and right sides of the stage.

On the upstage the wall shall extend to the width of the stage deck and shall have a minimum of one opening 8 feet wide and 8 feet high that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The walls on stage left and right shall extend from the upstage edge to the mid-point of the stage.

Each side wall shall have an opening 6 feet wide and 6 feet tall that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The wind walls shall be fitted with quick release anchors or buckles that can be released by hand in the event of strong winds.

The wind walls shall be treated to be fire resistant.

The stage shall be fitted with safety rails on the back and sides of the deck. The rails must be a minimum of 30 inches in height, have one rail at the top and two additional rails between the top and the deck.

The stage shall be capable of being fitted with graphic banners on the sides and bottom front of the stage.

The stage shall be capable of resisting wind gusts up to 60 miles per hours (97 kilometers per hour) with the wind walls in place and 80 miles per hour (129 kilometers per hour) with wind walls removed without the need for additional ballast.

The stage must be capable of being assembled in less than a 12 hour period from final positioning to having the roof raised, with all walls and railings and beams installed and ready for use.

The stage must be capable of being fully dismantled and ready for removal in less than an 8 hour period after the stage has been rendered free and clear of all sound, lighting, video, sets and instruments.

The stage shall be delivered with two sets of removable stairs that can be fitted to the stage where required. The stairs shall be fitted with handrails on each side for safety.

The stage shall be delivered with two 16 foot by 16 foot platforms to be fitted to the stage left and right sides extending rearward from the downstage edge. These platforms shall be flush and level with the main stage and fitted with safety railing to outside and rear.

Use of a crane for any portion of the assembly and dismantle will not be acceptable.

Include with the bid a sample of an inspection and safety report for this type of stage.

CATEGORY E: PROMOTIONAL STAGE

The promotional stage is a mobile stage that can be used for promotional and sponsor events as well as for performances and presentations. The promotional stage shall be fitted with a rooftop deck accessible to persons designated by PCH or their sponsors and promoters.

The stage deck shall be a minimum of 24 feet in width and a minimum of 24 feet in depth and maximum of 36 feet in width and a maximum of 30 feet in depth free and clear of obstruction and covered entirely by the stage roof.

The deck shall be no more than 60 inches from the ground.

The deck shall have a minimum Design Live Load of 100 pounds per square foot (490 kilograms/square meter).

The rooftop deck shall be a minimum of 24 feet in width and a minimum of 24 feet in depth and maximum of 36 feet in width and a maximum of 30 feet in depth .

The rooftop deck shall have a minimum Design Live Load of 100 pounds per square foot (490 kilograms/square meter).

The rooftop deck shall be fitted on all sides with guard rails.

The guard rails shall be a minimum of 30 inches in height and have vertical bars spaced no more than 12 inches apart.

The deck shall be accessible via staircase supplied by the Offeror. The stairs shall be fitted with guard rails on both sides for safety.

The staircase shall be accessible from ground level without the need to access the lower deck and shall connect flush and level to the upper deck.

The roof shall have a minimum load bearing capacity of 10,000 pounds (4,535 kilograms) if load is attached in the final and fixed position.

The stage shall have the capacity to mount side overhand rigging beams from downstage edge of the stage. The beams shall extend a minimum of 60 inches from the side of the stage and have minimum load capacity of 1,750 pounds (794 kilograms).

The stage shall have the capacity to fit extended rigging bars to extend beyond the downstage edge of the roofline. The bars shall extend a minimum of 36 inches with a minimum load bearing capacity of 350 pounds (158 kilograms).

The stage shall be fitted with weatherproof wind walls on the upstage and stage left and right sides of the stage.

On the upstage the wall shall extend to width of the stage deck and shall have a minimum of one opening 6 feet wide and 6 feet high that can be used for stage access or to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The walls on stage left and right shall extend from the upstage edge to the mid-point of the stage.

Each side wall shall have an opening 3 feet wide and 6 feet tall that can be used for stage access to allow wind to pass through. The opening must have an integrated closure that can be easily closed and secured in the event it is not needed.

The wind walls shall be fitted with quick release anchors or buckles that can be released by hand in the event of strong winds.

The wind walls shall be treated to be fire resistant.

The stage shall be fitted with safety rails on the back and sides of the deck. The rails must be a minimum of 30 inches in height, have one rail at the top and two additional rails between the top and the deck.

The stage shall be capable of being fitted with graphic banners on the top, sides and bottom front of the stage.

The stage shall be capable of resisting wind gusts up to 60 miles per hours (97 kilometers per hour) with the wind walls in place and 80 miles per hour (129 kilometers per hour) with wind walls removed without the need for additional ballast.

The stage must be capable of being assembled in less than a 12 hour period from final positioning to having the roof raised, with all walls and railings and beams installed and ready for use.

The stage must be capable of being fully dismantled and ready for removal in less than a 6 hour period after the stage has been rendered free and clear of all sound, lighting, video, sets and instruments.

The stage shall be delivered with two sets of removable stairs that can be fitted to the stage where required. The stairs shall be fitted with handrails on each side for safety.

CATEGORY F: FRONT OF HOUSE POSITION

The Front of House (FOH) position is a mobile stage that has been equipped to be used by technicians operating sound, lighting, video, spotlights, cameras and any other equipment related to the technical production of an event.

The Front of House Position shall have a working deck area of a minimum 24 feet in width a minimum of 20 feet in depth a maximum of 36 feet in width and a maximum of 24 feet in depth, free of any obstructions.

The deck shall have a minimum Design Live Load of 100 pounds per square foot (490 kilograms/square meter).

The stage shall be fitted with weatherproof wind walls on all sides of the stage.

The wind walls to the front and rear shall be fitted to be rolled up to the roof to optimize sight lines.

The roof shall be fitted with a central work area in which personnel may work and on which equipment such as follow spots and cameras can be positioned.

The central work area on the roof shall have a load capacity of at least 2,000 pounds (907 kilograms).

The central work area on the roof shall be a minimum of 24 feet wide and a minimum of 6 feet deep and shall be covered to protect personnel and equipment from adverse weather conditions.

The work area shall be fitted with an access ladder, equipped with guard rails and a safety door.

The stage shall have the capacity to mount side overhand rigging beams from downstage edge of the stage. The beams shall extend a minimum of 36 inches from the side of the stage and have a minimum load capacity of 750 pounds (340 kilograms).

The stage shall be capable of resisting wind gusts up to 60 miles per hour (97 kilometers per hour) with the wind walls in place and 80 miles per hour (129 kilometers per hour) with wind walls removed without the need for additional ballast.

The stage must be capable of being assembled in less than a 6 hour period from final positioning to having the roof raised, with all walls and railings and beams installed and ready for use.

The stage must be capable of being fully dismantled and ready for removal in less than a 4 hour period after the stage has been rendered free and clear of all sound, lighting, video, sets and instruments.

CATEGORY G: PERIPHERAL EQUIPMENT

Peripheral equipment is equipment that will be called upon to complete the above packages for specific scenarios. This equipment will not be evaluated for the purposes of qualification and is for pricing and availability only.

Sub-category G-1: Additional Decking

Additional decking that can be attached to the main deck in order to provide additional performance space and loading areas

Decks must be constructed to fit flush and level with the main deck

G-1.1: 4 foot by 8 foot deck
G-1.2: 4 foot by 4 foot deck

Sub-category G-2: Covered Wing Decks

A covered wing system will attach to the main deck of the stage and provide access to a covered production area at the side stage area.

The deck must be level and flush with the main deck.

The covering shall be pitched to allow precipitation to run off and joined to stage walls in such a fashion to prevent precipitation from entering either the stage or wing areas.

The outside wall must be fitted with door opening to either the side or the rear.

G-2.1: Covered wing for Category B and Category E stages
G-2.2: Covered wing for Category D stage

CATEGORY H: PERSONNEL

Each system listed above is to include all the personnel required for the delivery, set-up as well as the dismantling and removal of the system. In preparing your pricing assume that one day shall be available for installation prior to the event, one day will be designated for rehearsals, and one day available for dismantling and removal after the event.

A company certified technician will be required to be on-site at all times while overhead work including the hanging and removal of lighting, audio and video equipment, sets and banners is being performed on the stage. When pricing, assume a typical working day will encompass 12 working hours (including breaks which would typically be for a ½ hour every 4 hours) and price accordingly.

PCH may on occasion request additional personnel depending on the complexity of the event. This may include but not limited to complex rigging requirements, joining of two or more stages, events that require a shorter than usual or time sensitive installation and removal.

H-1 Crew Leader: This position may be required on complex installations such as bridging two stages or complex rigging requirements. A crew leader shall have a full working knowledge of all equipment provided and shall be certified by the stage manufacturer in all aspects of set-up, operation and dismantling of the stage. The crew leader will be qualified to make decisions on aspects such as rigging, load limits and weight distribution in the event changes are needed. The crew leader shall direct and supervise all staff and assign tasks while on site. The Crew Leader shall report to the PCH Technical Authority as needed.

H-2 Certified Technician: A Certified Technician must be certified by the stage manufacturer in all aspects of set-up, operation and dismantling of the stage. The Certified Technician can direct staff and act as Crew Leader on less complex installations.

H-3 Stagehand: The Stagehand will assist senior staff (Certified Technician and/or Crew Leader) in the installation, operation and dismantle of the stage and will perform tasks as directed by the Crew Leader or Certified Technician.

2.3 Technical, Operational and Organizational Environment

The Offeror will be tasked in installation, operation and dismantle of mobile stages.

Based on information supplied by PCH, the Offeror will:

- Confirm that the planned location is suitable and if not, provide possible solutions;
- Confirm that all loads (including but not limited to sound, lighting, video, sets and banners) are within the operating parameters of the supplied stage (based on load specifications provided by the PCH Technical Authority).

2.4 Project Management Control Procedures

For each requirement, the PCH Technical Authority shall:

- Define the number and type of products and services required
- Provide the dates, times and locations for installation
- Provide the first draft of a production schedule including times for rehearsals and operation
- Provide times for dismantle and removal
- Define site safety and security requirements
- Define any known requirements that may fall outside the defined Standing Offer

The Offeror shall:

- Provide a detailed quotation (based on the prices of the Basis of Payment at Annex C) within 5 business days (time extension may be granted for technically complex projects or shortened by mutual agreement for time sensitive projects).
- Define and provide details for any products or services outside Standing Offer that the contractor feels will be necessary to complete the project. Justification as to why these items are necessary must also be provided.
- When requested to do so, provide the maintenance records of the stage(s) to be supplied dating back three (3) calendar years from the date the records are requested.
- Provide revised quotations to PCH within 48 hours of a change being requested. Any changes recommended by the Offeror must be approved by the PCH Contracting Authority.
- The Technical Authority shall be present during the set up and event. The Offeror's site coordinator (Manufacturer Certified Technician) shall report the progress of the installations based on the timeline outlined for each event.

3. OTHER TERMS AND CONDITIONS

3.1 PCH's Obligation

PCH will:

- Assign a Technical Authority who will be available to coordinate the activities
- Make all final decisions such as scheduling changes and stage locations
- Provide vehicular and pedestrian traffic control measures
- Provide general site security
- Provide details concerning suspended loads and deck supported loads for the Offeror to evaluate
- Provide access to selected locations

3.2 Offeror's Obligations

The Offeror shall:

- Assign a representative who will be available to coordinate their activities
- Provide all necessary equipment peripherals and transportation needed for the delivery of the services
- Provide all necessary labour for the site delivery, installation, operation and removal of the equipment
- Provide all necessary information regarding vehicle and personnel needed for security screening to enable site access.
- Provide substitute personnel where clearances cannot be granted.

3.3 Location of Work, Work site and Delivery Point

The work will be conducted rain, shine or snow outdoors. Personnel will be fully exposed to the elements and the Offerors should ensure personnel are equipped for prevailing weather conditions based on the time of year.

The location of the events will be determined by PCH. PCH will ensure that the site is suitable to work being performed and that the site is accessible and safe. Locations may require that the stage and its tow vehicle traverse soft surfaces such as grass or snow. PCH will provide plywood or other appropriate covering for softer surfaces for the Offerer's staff to place as needed. PCH will communicate the location to the Offeror in a reasonable timeframe and provide directions to the site.

3.4 Special Requirements

All equipment or assemblies used to provide these services must bare a recognized acceptance label for its use in Canada. As an example, electronic equipment must have a CSA, cUL, Intertek or another label identifying the product has been approved for use in Canada and Ontario. All equipment exposed to the elements must also carry documentation identifying that the product is approved for outdoor use.

The Contractor must also abide by all health and safety regulations and guidelines imposed by the Ministry of Labour of Ontario and/or the Ministry of Labour of Quebec. All personnel involved must be skilled in the trade they are performing and possess valid certification where regulated. If operation of a mobile work platform will be required during the assembly process the operator must be certified to use such equipment and must carry documented proof of qualification. The use of personal protective equipment must be used where mandated by authorities having jurisdiction over the work site. Please note that some sites will be designated as construction sites during assembly and dismantle phases. Personnel will be required to abide by all jurisdictional requirements of this designation.

3.5 Travel and Living

All travel lodging and per diems for the support personnel must be included in the total cost for this service. No additional billing will be accepted for travel and living expenses.

4. PROJECT SCHEDULE

4.1 Expected Start and Completion Dates

The start and completion dates will be determined at the planning stage of each event and will

allow time for set-up, operation and tear down.

5. REQUIRED RESOURCES OR TYPES OF ROLES TO BE PERFORMED

Offerors must provide all key personnel and specialized labourers needed for the planning, delivery, installation, operation, maintenance and removal of the equipment. The Manufacturer Certified Technician must possess the knowledge necessary to lead the team in achieving the specified work in the time allotted. The company representative and any other crew staff must also have extensive knowledge of the equipment provided and its operation as well as industry best practices in the delivery of such services.

6. APPLICABLE DOCUMENTS

Final site plan identifying infrastructure locations and a production schedule will be provided to the Contractor at least one week prior to each event.

ANNEX B
MANDATORY EVALUATION CRITERIA

MANDATORY EVALUATION CRITERIA: The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror of meeting a mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

MANDATORY CRITERIA – RENTAL OF MOBILE STAGES				
Mandatory Requirements		Met	Not Met	Cross- Reference in the Offer
M1	Offerors must demonstrate their compliance with article 2.2, Specifications and Standards of the Statement of Work at Annex A. Offerors must complete Attachment 1 to Annex B entitled Mandatory Criteria Grid for each of the categories for which they are submitting an Offer and attach it to their offer.			
M2	Offerors must provide proof of Manufacturer Certifications for each resource they are proposing for categories H1 Crew Leader and H2 Certified Technician.			

ATTACHMENT 1 TO ANNEX B
MANDATORY CRITERIA GRID

Offerors are requested to complete this table in conjunction with the specifications and standards outlined in article 2.2 of the Statement of Work document at Annex A of the Request for Standing Offers. This grid will serve as a checklist of mandatory specifications that must be fulfilled for an Offer to be considered. Any stage not fulfilling the mandatory specifications will be given no further consideration. Each section must be completed and will be confirmed for conformity during the technical evaluation process. Offerors must complete the grid for EACH of the categories for which they are submitting an Offer.

NOTE: Offerors submitting an Offer for categories A to F must also submit offers and pricing for categories G and H.

Category A 24 foot width by 20 depth stage		
Specification	Supplied item specification	Conformity
Stage deck area		YES / NO
Stage deck height		YES / NO
Roof height upstage Roof height downstage		YES / NO YES / NO
Roof load bearing capacity		YES / NO
Side rigging beam load capacity		YES / NO
Wind walls fitted to stage		YES / NO
Wind walls fitted with quick release anchors or buckles		YES / NO
Wind resistance: wind walls raised		YES / NO
Wind resistance: wind walls lowered		YES / NO
Stage assembly time		YES / NO
Stage dismantle time		YES / NO
Inspection/safety report included		YES / NO

Category B 32 foot width by 24 depth stage		
Specification	Supplied item specification	Conformity
Stage deck area		YES / NO
Stage deck height		YES / NO
Roof height upstage Roof height downstage		YES / NO YES / NO
Roof load bearing capacity		YES / NO
Side rigging beam load capacity		YES / NO
Wind walls fitted to stage		YES / NO
Wind walls fitted with quick release anchors or buckles		YES / NO
Wind resistance: wind walls raised		YES / NO
Wind resistance: wind walls lowered		YES / NO
Stage assembly time		YES / NO
Stage dismantle time		YES / NO
Inspection/safety report included		YES / NO

Category C 40 foot width by 40 depth stage		
Specification	Supplied item specification	Conformity
Stage deck area		YES / NO
Stage deck height		YES / NO
Roof height upstage Roof height downstage		YES / NO YES / NO
Roof load bearing capacity		YES / NO
Side rigging beam load capacity		YES / NO
Wind walls fitted to stage		YES / NO
Wind walls fitted with quick release anchors or buckles		YES / NO

Wind resistance: wind walls raised		YES / NO
Wind resistance: wind walls lowered		YES / NO
Stage assembly time		YES / NO
Stage dismantle time		YES / NO
Inspection/safety report included		YES / NO

Category D 50 foot width by 38 depth stage		
Specification	Supplied item specification	Conformity
Stage deck area		YES / NO
Stage deck height		YES / NO
Roof height upstage Roof height downstage		YES / NO YES / NO
Roof load bearing capacity		YES / NO
Side rigging beam load capacity		YES / NO
Wind walls fitted to stage		YES / NO
Wind walls fitted with quick release anchors or buckles		YES / NO
Wind resistance: wind walls raised		YES / NO
Wind resistance: wind walls lowered		YES / NO
Stage assembly time		YES / NO
Stage dismantle time		YES / NO
Inspection/safety report included		YES / NO

Category E Promotional stage		
Specification	Supplied item specification	Conformity
Stage deck area		YES / NO
Stage deck height		YES / NO
Rooftop deck area		YES / NO
Rooftop guardrails		YES/NO
Staircase to rooftop deck supplied		YES/NO
Staircase fitted with guardrails		YES/NO
Roof load bearing capacity		YES / NO
Side rigging beam load capacity		YES / NO
Wind walls fitted to stage		YES / NO
Wind walls fitted with quick release anchors or buckles		YES / NO
Wind resistance: wind walls raised		YES / NO
Wind resistance: wind walls lowered		YES / NO
Stage assembly time		YES / NO
Stage dismantle time		YES / NO
Inspection/safety report included		YES / NO

Category F Front of House position		
Specification	Supplied item specification	Conformity
Working deck area		YES / NO
Working deck height		YES / NO
Rooftop work area		YES / NO
Rooftop work area cover		YES/NO

Ladder to rooftop work area supplied		YES/NO
Staircase fitted with guardrails		YES/NO
Side rigging beam load capacity		YES / NO
Wind walls fitted		YES / NO
Wind walls fitted with quick release anchors or buckles		YES / NO
Wind resistance: wind walls raised		YES / NO
Wind resistance: wind walls lowered		YES / NO
Stage assembly time		YES / NO
Stage dismantle time		YES / NO
Inspection/safety report included		YES / NO

Category G Peripherals		
<i>Sub-Category G-1: Additional Decking</i>		
Deck Size	Supplied item specification	Conformity
4 foot x 8 foot deck flush fit to main deck		YES/NO
4 foot x 4 foot deck flush fit to main deck		YES/NO
<i>Sub-Category G-2: Covered Wing</i>		
G-2.1: Covered wing for 32 foot by 24 foot stage		
Flush and level with main deck		YES/NO
Pitched to allow precipitation runoff		YES/NO
G-2.2: Covered wing for 50 foot by 38 foot stage		
Flush and level with main deck		YES/NO
Pitched to allow precipitation runoff		YES/NO

Category H Personnel		
<i>Sub-Category H1: Crew Leader</i>		
Description	Supplied item specification	Conformity
Proof of Manufacturer Certification		YES/NO
<i>Sub-Category H2: Certified Technician</i>		
Proof of Manufacturer Certification		YES/NO

ANNEX C
BASIS OF PAYMENT

The Offeror will be paid in accordance with the following Basis of Payment pursuant to the issuance of a Call-up against the Standing Offer.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra.

During the period of the Standing Offer, for Work performed or goods delivered in accordance with each Call-up against the Standing Offer, the Offeror will be paid as specified under article 1.0, 2.0 and 3.0 below.

1.0 INITIAL STANDING OFFER PERIOD

Two (2) years from issuance of the Standing Offer

RATE	CATEGORY & DESCRIPTION					
	A 24' X 20'	B 32' X 24'	C 40' X 40'	D 50' X 38'	E PROMO STAGE	F FRONT OF HOUSE
Daily Rate						
Subsequent Day						
Weekly Rate						
Subsequent Week						

RATE	CATEGORY AND DESCRIPTION			
	G.1 ADDITIONAL DECKING		G.2 COVERED WING DECKS	
	G1.1 4' x 8'	G1.2 4' X 4'	G2.1 32' x 24'	G2.2 50' x 38'
Daily Rate				
Subsequent Day				
Weekly Rate				
Subsequent Week				

RATE	CATEGORY AND DESCRIPTION		
	H PERSONNEL		
	H1 Crew Leader	H2 Certified Technician	H3 Stagehand
Hourly Rate			
Overtime (beyond 12 hours)			

2.0 OPTION PERIOD

One (1) year option period:

RATE	CATEGORY & DESCRIPTION					
	A 24' X 20'	B 32' X 24'	C 40' X 40'	D 50' X 38'	E PROMO STAGE	F FRONT OF HOUSE
Daily Rate						
Subsequent Day						
Weekly Rate						
Subsequent Week						

RATE	CATEGORY AND DESCRIPTION			
	G.1 ADDITIONAL DECKING		G.2 COVERED WING DECKS	
	G1.1 4' x 8'	G1.2 4' X 4'	G2.1 32' x 24'	G2.2 50' x 38'
Daily Rate				
Subsequent Day				

Weekly Rate				
Subsequent Week				

RATE	CATEGORY AND DESCRIPTION		
	H PERSONNEL		
	H1 Crew Leader	H2 Certified Technician	H3 Stagehand
Hourly Rate			
Overtime (beyond 12 hours)			

3. CANCELLATIONS AND RESCHEDULING

If Canada cancels or reschedules an event, the Contractor will be paid as follows:

Cancellation – less than 48 hours before event	100% of firm all-inclusive daily rate
Cancellation – more than 48 hours before the event	No charge
Reschedule – less than 48 hours before event	100% of firm all-inclusive daily rate
Reschedule – more than 48 hours before the event	No charge

ATTACHMENT 1 TO ANNEX C

EXPLANATORY NOTES FOR COMPLETING THE FINANCIAL PROPOSAL (Basis of Payment at Annex C)

Offerors are to observe the following notes when completing the pricing grids in Annex C, the Basis of Payment.

CATEGORIES A, B, C AND D: MOBILE STAGES

The price for the stage rental must include all of the following items:

- The mobile stage with all specified items.
- Transportation costs to deliver and remove the stage.
- All personnel required to deliver, assemble and dismantle the stage.
- Personnel costs for one Manufacturer Certified Technician to be onsite during delivery, erection, installation of sound, lighting and video, and dismantle and removal of the stage.
- Each day should be assumed to be 12 hours.
- If personnel are coming from outside the National Capital Region include all accommodation and per diem costs in proposed firm rental rates.

One Day Rental

For each package:

- One day will be given for installation of the stage;
- One day for installation of support equipment (sound, lighting, video, etc.);
- One day for rehearsals;
- One show day;
- One day for dismantle and removal of the stage.

Subsequent Day Rental

The Subsequent Day Rental rate is a rental rate for additional dates for a stage that is already installed. No additional personnel will be required unless there is a change to the lighting, sound or video installation. Should a Certified Technician or any other personnel be required, they will be booked from the Personnel cost table (Category H) of the Basis of Payment at Annex C.

One Week Rental

For each package:

- One day will be given for installation of the stage;
- One day for installation of support equipment (sound, lighting, video, etc.);
- One day for rehearsals;
- Three show days;
- One day for dismantle and removal of the stage.

Subsequent Week Rental

The Subsequent Week Rental rate is a rental for additional weeks for a stage that is already installed. This price will include the use of the stage for seven additional days. No additional personnel will be required unless there is a change to the lighting, sound or video installation. Should a Certified Technician or any other personnel be required, they will be booked from the Personnel cost table (Category H) of the Basis of Payment at Annex C.

CATEGORIES E AND F: PROMOTIONAL STAGES AND FRONT OF HOUSE POSITION

The price for the stage rental should include all of the following items:

- The stage with all specified items.
- Transportation costs to deliver and remove the stage.
- All personnel required to assemble and dismantle the stage.
- Personnel costs for one Certified Technician to be onsite during delivery, erection, and installation of sound, lighting and video, and dismantle and removal of the stage.
- Each day should be assumed to be 12 hours
- If personnel are coming from outside the National Capital Region include all accommodation and per diem costs.

One Day Rental

For each package:

- One day will be given for installation of the stage;
- One day for installation of support equipment (sound, lighting, video, etc.);
- One day for rehearsals;
- One show day;
- One day for dismantle and removal of the stage.

Subsequent Day Rental

The Subsequent Day Rental rate is a rental rate for additional dates for a stage that is already installed. Since these days may be “dark days” when the stage is not in use do not include the cost of a Certified Technician to remain on site. Should a Certified Technician be required, one will be booked from the Personnel cost table (Category H) of the Basis of Payment at Annex C.

One Week Rental

For each package:

- One day will be given for installation of the stage;
- One day for installation of support equipment (sound, lighting, video, etc.);
- One day for rehearsals;
- Three show days;
- One day for dismantle and removal of the stage.

Subsequent Week Rental

The Subsequent Week Rental rate is a rental for additional weeks for a stage that is already installed. This price will include the use of the stage for seven additional days. No additional personnel will be required unless there is a change to the lighting, sound or video installation. Should a Certified Technician or any other personnel be required, they will be booked from the Personnel cost table (Category H) of the Basis of Payment at Annex C.

CATEGORY G: PERIPHERAL EQUIPMENT

Peripheral Equipment is add-on pieces that will be rented in addition to one stage systems above. Since the equipment will only be rented in conjunction with a stage, the cost of additional personnel that may be required must be included in your firm all-inclusive pricing.

G.1 Additional Decking

Decking will be rented as part of a stage rental. Pricing must include delivery, installation, dismantling and the possible need for additional personnel and transportation.

G.2 Covered Wing Decks

Covered Wing Decks will be rented as part of a stage rental. Pricing must include delivery, installation, dismantling and the possible need for additional personnel and transportation.

CATEGORY H: PERSONNEL

For all positions listed in Category H, rates are to be provided for the following:

1 hour: 1 hour of continuous uninterrupted work
Overtime rate (hourly): For hours above 12 working hours

Personnel will be called up as needed in addition to personnel already supplied as part of the staging packages above. For personnel coming from outside the National Capital Region be sure to include any costs for travel, hotels and per diems. An hourly rate will be for the first 12 hours of a day including breaks (typically ½ hour every 4 hours). The overtime rate will be for any hours beyond 12 continuous hours of work in a single day (24 hours).

ATTACHMENT 2 TO ANNEX C

EXAMPLE OF REQUIREMENTS FOR THE PURPOSE OF THE FINANCIAL EVALUATION

MOBILE STAGES

The purpose of this document is to evaluate the financial term of each Offer based on typical usage. These are scenarios based on past events and are not meant to be assumed as events that will take place in the future. **OFFERORS ARE NOT TO COMPLETE THIS DOCUMENT.** The Standing Offer Authority will complete the financial evaluation based on prices submitted by the Offeror in Annex C, the Basis of Payment.

Scenario 1:

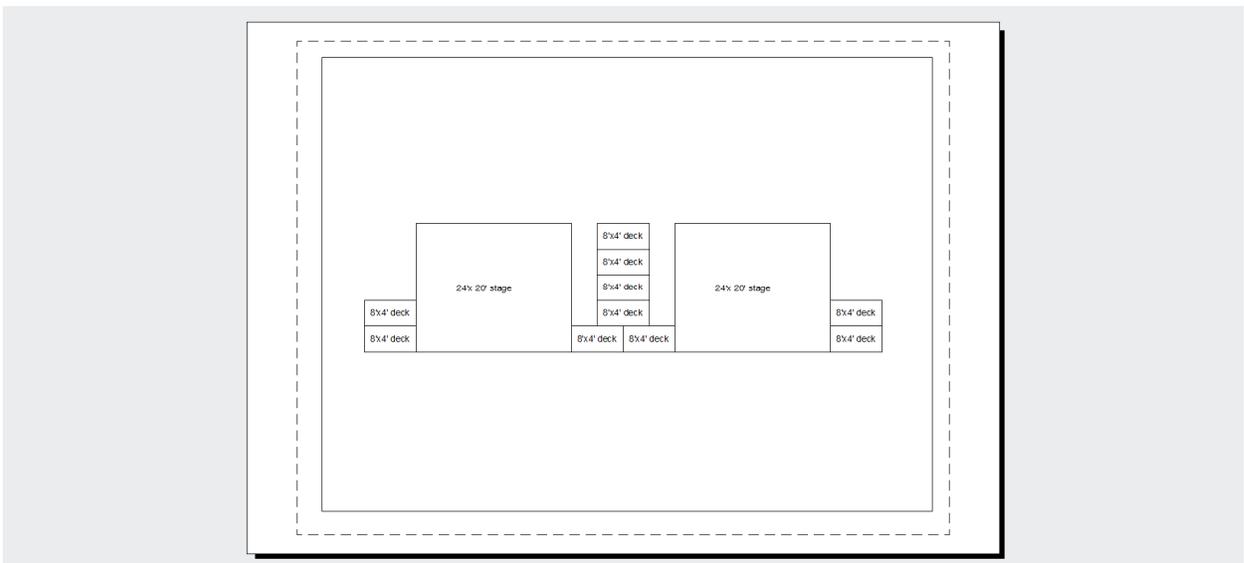
20'x24' Stage (Category A)
Canada Day
Majors Hill Park

This scenario requires the installation of two 20'x24' stages at Majors Hill Park in Ottawa for Canada Day.

As per the diagram below, the two stages will be installed parallel to one another with an interconnecting set of platforms constructed of 4'x8' risers. The risers will provide a working area for audio monitors and a walkway to allow artists and crew to move between stages. The decks on the outside of the stages will be for a stacked sound system. Acknowledging that the ground on which the installation will take place is not completely level the centre section need not be connected to both stages but should be as close as possible (touching if not connected) but the centre section should be one complete system. The decks should be fitted with guard rails to enclose the work areas for safety.

All hardware should be in place to allow banners to be hung on the side wings and top and for a banner to be hung covering the full width of the space between the stages.

PCH would request that a Crew Leader be assigned to this project to supervise the installation of the stage on June 28. For the purpose of the Financial Evaluation, Offerors should include eight (8) hours of personnel costs for a Crew Leader on June 28, as per category H1.



The production schedule will run as follows:

June 28 08:00-16:00: Stage install
June 29 09:00-18:00: Technical infrastructure install
June 30 13:00-22:00: Rehearsal and programming
July 1 13:00-22:00: Show
July 2 08:00-16:00: Remove technical infrastructure, dismantle and remove stage

Required Materials:

2 x 24'x20 stage (Category A)
10 x 4'x 8' deck (Category G1.1)

Scenario 2:

24'x32' Stage (Category B)
Winterlude
Confederation Park

This scenario requires the installation of a 24'x32' stage in Confederation Park in Ottawa for Winterlude.

The stage will be required to have two covered wing kits (Category G2.1)

The production schedule will run as follows:

Saturday January 24, 2015
Arrive at Confederation Park: 08:00
Positioning: 08:00-09:00
Initial Assembly 09:00-12:00

Installation of lighting 12:00-15:00

Finish erection of stage: 15:00 to 18:00

Monday January 26, 2015
Installation of Audio 08:00-17:00

Tuesday January 27, 2015
Installation of video screen 08:00-17:00

Wednesday January 28, 2015
Lighting and video programming: 12:00-23:00

Thursday January 29, 2015
Rehearsals and programming: 13:00-22:00

Friday January 30, 2015
Rehearsals and show: 12:00-23:00

Saturday January 31, 2015
Show: 10:00-15:00
Show: 18:30-22:30

Sunday February 1, 2015
Show: 10:00-15:30

Friday February 6, 2015
Show: 18:00-22:30

Saturday February 7, 2015
Show: 10:00-22:30

Sunday February 8, 2015
Show: 10:00-15:30

Friday February 13, 2015
Show: 18:30-22:30

Saturday February 14, 2015
Show: 10:00-23:00

Sunday February 15, 2015
Show: 10:00-18:00

Monday February 16, 2015
Removal of technical equipment: 09:00-18:00

Tuesday February 17, 2015
Dismantle and removal of stage: 08:00-16:00

The supplier will be responsible for ensuring the safety and integrity of the structure throughout the run of the event.

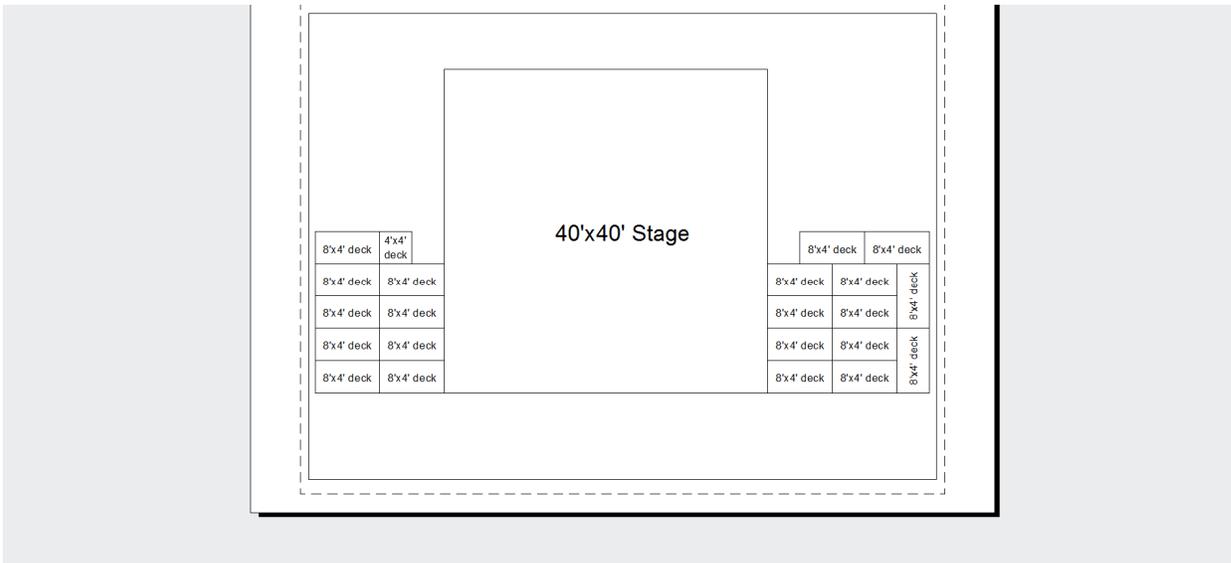
Required Materials:
1 x 24'x32' stage (Category B)
2 x Covered Wing Kits (Category G2.1)

Scenario 3:

40'x40' Stage (Category C)
Canada Day
Jacques Cartier Park

This scenario requires the installation of a 40'x40' Stage in Jacques Cartier Park in Gatineau for Canada Day.

The stage will fitted with 16'x20' deck to the stage right side and 20'x20' deck to the stage left side as per the diagram below. Spaces have been left in the deck to allow for the towing pin and hydraulic motor system. These decks will be covered by tents provided by a third party to create covered work spaces for the event.



The production schedule will run as follows:

June 28 08:00-16:00: Stage install
 June 29 09:00-18:00: Technical infrastructure install
 June 30 13:00-22:00: Rehearsal and programming
 July 1 13:00-22:00: Show
 July 2 08:00-16:00: Remove technical infrastructure, dismantle and remove stage

Required Materials:

1 x 40'x40' stage (Category C)
 21 x 4'x 8' deck (Category G1.1)
 1 x 4'x4' deck (Category G1.2)

Scenario 4:

50'x38' Stage (Category D)
 Orchestra in the Park
 Lebreton Flats

This scenario requires the installation of a 50'x38' (Category D) stage at Lebreton Flats in Ottawa for Orchestra in the Park.

The stage will require two covered wing kits (Category G2.2)

The production schedule will run as follows:

July 27 08:00-20:00: Stage install
 July 28 09:00-18:00: Technical infrastructure install
 July 29 13:00-17:00: Rehearsal and programming
 July 30 19:00-22:00: Show
 July 31 19:00-22:00: Show
 August 1 19:00-22:00: Show
 August 2 08:00-16:00: Remove technical infrastructure, dismantle and remove stage

Required Materials:

1 x 50'x38 stage (Category D)
 2 x Covered Wing Kit (Category G2.2)

Scenario 5:

Promotional Stage (Category E)
Canada Day
Parliament Hill

This scenario requires the installation of a Promotional Stage on Parliament Hill in Ottawa for Canada Day.

The stage shall be equipped with stairs to the upper level. The upper level of the stage shall be used as a VIP viewing during the Canada Day Show. The lower level shall be a sponsored activation zone.

The production schedule will run as follows:

June 29 10:00-18:00: Stage install
June 30 13:00-21:00: Decor and sponsored activity installation
July 1 10:00-22:00: Show
July 2 08:00-16:00: Remove technical infrastructure, dismantle and remove stage

Required Materials:

1 x Promotional Stage (Category E)

Scenario 6:

Front of House Stage (Category F)
Orchestra in the Park
LeBreton Flats

This scenario requires the installation of a Front of House Stage (Category F) stage at LeBreton Flats in Ottawa for Orchestra in the Park.

The production schedule will run as follows:

July 27 08:00-20:00: Stage install
July 28 09:00-18:00: Technical infrastructure install
July 29 13:00-17:00: Rehearsal and programming
July 30 19:00-22:00: Show
July 31 19:00-22:00: Show
August 1 19:00-22:00: Show
August 2 08:00-16:00: Remove technical infrastructure, dismantle and remove stage

Required Materials:

1 x Front of House Stage

Package Prices for the Purpose of the Financial Evaluation:

The Standing Offer Authority will complete the table below for each of the categories for which the Offeror is submitting an Offer. The total indicated below is representative of the Offer's total package price for each of the scenarios presented above. Package prices will be based on the pricing laid out in the Basis of Payment at Annex C. The total package price for each scenario represents the price for the purpose of the financial evaluation of each Category for which the Offeror is submitting an Offer. The two (2) offers with the lowest price for each of the categories will be recommended for issuance of a Standing Offer.

Scenario	Category	Quantity (A)	Description	Period of Rental (as per Attachment 1 to Annex C)	Price per Item (as per Basis of Payment at Annex C) (B)	Extended Price (per item) = A x B	Package Price (Price for purposes of the financial evaluation) = sum of each scenario
1	A	2	20' x 24' Stage	One day rental			
	G1.1	10	4' x 8' Deck	One day rental			
	H1	12 (hours)	Crew Leader	12 Hours			
2	B	1	24' x 32' Stage	One week rental AND Two subsequent week rentals			
	G2.1	2	Covered Wing Kits	One week rental AND Two subsequent week rentals			
3	C	1	40' x 40' Stage	One day rental			
	G1.1	21	4' x 8' Deck	One day rental			
	G1.2	1	4' x 4' Deck	One day rental			
4	D	1	50' x 38' Stage	One week rental			
	G2.2	2	Covered Wing Kits	One week rental			
5	E	1	Promotional Stage	One day rental			
6	F	1	Front of House Stage	One week rental			

ANNEX D

OFFER OF SERVICES FORM

REQUEST FOR STANDING OFFER 10140873

RENTAL OF MOBILE STAGES

<i>(to be filled in by Offeror)</i>																
Offeror's full legal name																
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name															
	Title															
	Address															
	Telephone #															
	Fax #															
	Email															
Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>																
Offeror's GST/HST/QST number																
Tax rate to be charged on any resulting contract	Specify percentage: _____ %															
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)																
Former Public Servants See the Article in Part 2 of the Request for Standing Offer for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification" <hr/> Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"															
Security Clearance Level of Offeror	i.															
i. Offeror's (Company) name and full address as they appear on the security clearance application:																
ii. Security clearance level granted and file number:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Designated Organization Screening (DOS)</td> <td style="padding: 5px;">Yes <input type="checkbox"/></td> <td style="padding: 5px;">No <input type="checkbox"/></td> </tr> <tr> <td colspan="3" style="padding: 5px;">Specify file number:</td> </tr> <tr> <td style="padding: 5px;">Facility Security Clearance (FSC)</td> <td style="padding: 5px;">Yes <input type="checkbox"/></td> <td style="padding: 5px;">No <input type="checkbox"/></td> </tr> <tr> <td colspan="3" style="padding: 5px;">Specify file number:</td> </tr> <tr> <td style="padding: 5px;">Document Safeguarding Capability (DSC)</td> <td style="padding: 5px;">Yes <input type="checkbox"/></td> <td style="padding: 5px;">No <input type="checkbox"/></td> </tr> </table>	Designated Organization Screening (DOS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Specify file number:			Facility Security Clearance (FSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Specify file number:			Document Safeguarding Capability (DSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Designated Organization Screening (DOS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Specify file number:																
Facility Security Clearance (FSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>														
Specify file number:																
Document Safeguarding Capability (DSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/>														
iii. Expiry date:	iii.															

<p>Security Clearance Level of Offeror's Individual Resources <i>[add additional resources on another page, if required]</i></p> <p>i. Name of Individual as it appears on security clearance application:</p> <p>ii. Level of security clearance obtained and expiry date:</p> <p>iii. Security Screening Certificate and Briefing Form file number</p>	<p>i.</p> <p>ii.</p> <p>iii.</p>
<p>On behalf of the Offeror, by signing below, I confirm that I have read the entire Request for Standing Offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:</p> <ol style="list-style-type: none"> 1. The Offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO; 2. This Offer is valid for the period requested in the RFSO; 3. All the information provided in the Offer is complete, true and accurate; and 4. If the Offeror is awarded a Standing Offer, it will accept all the terms and conditions set out in Part 6 - Resulting Standing Offer and Contract (Call-up) Clauses included in the bid solicitation. 	
<p>Signature of Authorized Representative of Offeror</p>	

ANNEX E

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000.00 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Department of Canadian Heritage.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX F

942 FORM CALL-UP AGAINST A STANDING OFFER

Item No. Article n°		Description Description	U of I U de I	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Est. Price Prix prévu
Vendor # - N° fournisseur 285002		Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Date required - Demandé pour le	
To - À :		PST No - N° de TPS As per standing offer Selon l'offre permanente	Contact - Personne-ressource	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande	
		Standing offer No. - N° d'offre permanente				Order date Date de la demande	
Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation See Delivery Address / Voir adresse de livraison		FOB - FAD		Amount - Montant / CAD	
				Terms of payment - Modalités de paiement A/P, Due 30 Days From Document Date		T. taxes - T. taxes / CAD	
						T. Amount - Montant T. / CAD	
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.				Certified pursuant to subsection 33(1) of Financial Administration Act Certifié en vertu du paragraphe 33(1) de la Loi sur la gestion des finances publiques.			
Signature				Date			
Approved for the Minister: Approuvé pour le Ministre							
Signature				Date			

ANNEX G**CHECKLIST FOR SUBMITTING AN OFFER**

When submitting an Offer, ensure the following documents and/or information is provided with your Offer:

- Clear indication of stage Category for which an offer is being submitted. NOTE: Offerors submitting an Offer for categories A to F must also submit offers and pricing for categories G and H.
- Completed Basis of Payment at Annex C (sealed in a separate envelope)
- Completed Attachment 1 to Annex B for each stage Category for each an offer is submitted (proof of compliance with the Mandatory Technical Criteria)
- Documents/certifications to support compliance with Mandatory Technical Criteria at Annex C
- Completed and signed Annex D – Offer of Services Form
- Proof of Insurance (note: this can also be provided at a later date, on issuance of a Standing Offer)