

## **Advance Contract Award Notice**

**ACAN 14-22137**

### **Exhibit contractor for Bio 2015 Tradeshow in Philadelphia**

*An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, on or before the closing date, a statement of capabilities that meets the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their statement of capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Board's electronic bidding authorities.*

*If other potential suppliers submit statements of capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.*

*Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a statement of capabilities in writing to the contact person identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.*

**Closing date: 17:00 Eastern Standard Time, April 7, 2015**

**Please submit a statement of capabilities to:**

**Jesse Arsenault  
Procurement Officer  
1200 Montreal Road, M-22 Room 100  
Phone: (613) 993-0569 Fax: (613) 993-6867  
[Jesse.Arsenault@nrc-cnrc.gc.ca](mailto:Jesse.Arsenault@nrc-cnrc.gc.ca)**

## **1. Definition of requirements and expected results**

### **Background**

The Conference Services Office of the National Research Council Canada (NRC) has been mandated by BIOTECanada to provide logistical support for the Canada Café Exhibit space during the upcoming Bio 2015 which will take place from June 15-18, 2015 in Philadelphia, Pennsylvania.

### **Objectives**

To obtain products and services from Freeman who has been appointed by the Bio 2015 organizers as the exclusive show decorator for Bio 2015 to ensure a successful participation of all the exhibitors in the Canada Café area during the exhibition.

### **Description of Work**

The contractor is expected to provide the following products and services to NRC for the Canada Café booth:

#### **A. Products**

Rental of carpet, underlay, miscellaneous furniture, electrical outlets, structures for aerial banners, electrical rotating motors, lights, draping, electrical and rigging supply.

#### **B. Services**

Material handling, forklift and boom lift services, electrical work labour, rigging labour and labour for assembling and dismantling hanging signs.

## **2. Time Frame**

It is expected that the work will be performed between June 10 and June 20, 2015.

## **3. Estimated contract value**

\$140,000.00 CAD

## **4. Name and address of the proposed contractor:**

Freeman, 909 Newark Turnpike Kearny, NJ, 07032, USA

## **5. Rationale for Contract Award:**

Pursuant to the *Government Contracts Regulations* of the *Financial Administration Act*, the contract is being awarded because it has been determined that only one person is capable of performing the contract.

NRC requires the products and services listed under "Description of Work" and Freeman, as the exclusive show decorator for Bio 2015, is the only company who can provide these products and services.