



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC

11 Laurier St./11 rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

## SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT / CE DOCUMENT CONTIENT  
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.

Project no. - N° de projet: R.065220.353

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Construction Services Division/Division des services de  
construction

11 Laurier St./11 Rue Laurier

3C2, Place du Portage

Phase III

Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Connaught Rifle Range Remediation	
<b>Solicitation No. - N° de l'invitation</b> EP896-161205/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 20161205	<b>Date</b> 2015-10-30
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$FG-345-68200	
<b>File No. - N° de dossier</b> fg345.EP896-161205	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-11-10</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nealon, Shawn	<b>Buyer Id - Id de l'acheteur</b> fg345
<b>Telephone No. - N° de téléphone</b> (819) 956-3391 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8335
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Champ de Tir Connaught Ranges 35 Blvd. Shirley Blvd. Ottawa ON	

Instructions: See Herein

Instructions: Voir aux présentes

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

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## **GENERAL INFORMATION**

### **1.1 List of Suppliers Qualified in Each Region**

#### **PACIFIC (British Columbia and Alberta)**

##### **Frischkorn Mediaco**

**Vancouver:** 4595 Tillicum Street  
Burnaby, BC, V5J 5K9  
Phone: (604) 871-1000 Fax: (604) 871-1001

**Calgary:** 3036 – 15<sup>th</sup> Street NE  
Calgary, AB, T2E 7A3  
Phone: (403) 278-1200 Fax: (403) 278-1232

**Edmonton:** 14737 – 123<sup>rd</sup> Avenue NW  
Edmonton, AB, T5L 2Y6  
Phone: (780) 401-1000 Fax: (780) 401-1001

##### **LMB Interpretation Systems and Services Inc.**

**Vancouver:** 111 Commercial Drive, Unit# 1071  
Vancouver, BC, V5L 3V4  
Phone: (604) 564-1932 Fax: (866) 488-0302

##### **Inland Audio Visual Limited**

**Calgary:** 700 – 58<sup>th</sup> Avenue S.E. Bay #1  
Calgary, AB, T2H 2E2  
Phone: (403) 252-7726 Fax: (403) 253-1716

**Edmonton:** 17893 – 106A Avenue, #100  
Edmonton, AB, T5S 1V8  
Phone: (780) 423-4833 Fax: (780) 423-1671

## **SW Audio Visual**

<b>Kelowna:</b>	#1 325 Bay Ave Kelowna, BC, V1Y 6E4 Phone: (250) 868-3333	Fax: (250) 868-3313
<b>Vancouver:</b>	6075 Irwin Street Burnaby, BC, V5J 5C5 Phone: (604) 327-5878	Fax: (604) 683-3373
<b>Victoria:</b>	544 Hillside Ave Victoria, BC, V8T 1Y9 Phone: (250) 220-2367	Fax: (250) 220-4205
<b>Nanaimo:</b>	101 Gordon Street Nanaimo, BC, V5J 5C5 Phone: (250) 244-4051	
<b>Kamloops:</b>	Kamloops, BC Phone: (250) 828-2088	Fax: (877) 468-3313
<b>Penticton:</b>	273 Power Street Penticton, BC, V2A 7K9 Phone: (250) 487-2333	Fax: (877) 468-3313
<b>Vernon:</b>	Vernon, BC Phone: (250) 503-1397	Fax: (877) 468-3313

## **Freeman Audio Visual**

**Victoria:** #15 1950 Government Street  
Victoria, BC, V8T 4N8  
Phone: (778) 410-2522

**Vancouver:** 395 West 8<sup>th</sup> Avenue  
Vancouver, BC, V5Y 1N7  
Phone: (604) 255-1151

**Calgary:** 2931 5<sup>th</sup> Avenue NE  
Calgary, AB, T2A 6T8  
Phone: (403) 235-1563

**Edmonton:** #12868 184 Street NW  
Edmonton, AB, T5V 1T4  
Phone: (780) 454-8840

**Banff:** 105 Falcon Street  
Banff, AB, T1L 1J2  
Phone: (403) 760-4440

## **CENTRAL (Saskatchewan and Manitoba)**

### **LMB Interpretation Systems and Services Inc.**

**Winnipeg:** 461 Century Street  
Winnipeg, MB, R3C 2E6  
Phone: (800) 646-6607 Fax: (866) 488-0302

### **Inland Audio Visual Limited**

**Winnipeg:** 422 Lucas Avenue, Box 102, Group 200, RR2  
Winnipeg, MB, R3C 2E6  
Phone: (204) 786-6521 Fax: (204) 783-6281

**Saskatoon:** 21 – 1738 Quebec Avenue  
Saskatoon, SK, S7K 1V9  
Phone: (306) 664-8622 Fax: (306) 664-2809

**Regina:** 2501 7th Avenue  
Regina, SK, S4R 1C7  
Phone: (306) 525-8726 Fax: (306) 525-0690

### **Freeman Audio Visual**

**Winnipeg:** 26 Bunting Street  
Winnipeg, MB, R2X 2P6  
Phone: (204) 775-6198

**Saskatoon:** #10 405 Circle Drive East  
Saskatoon, SK, S7K 4B4  
Phone: (306) 665-7874

## **ONTARIO**

### **Frischkorn Mediaco**

**Toronto:** 2440 Tedlo Street  
Mississauga, ON, L5A 3V3  
Phone: (905) 281-9000 Fax: (905) 281-8701

**Ottawa:** 166 Elm Street  
Ottawa, ON, K1R 6N5  
Phone: (613) 565-0500 Fax: (613) 565-8855

### **LMB Interpretation Systems and Services Inc.**

**Ottawa:** 9 Capella Court, Unit 2  
Nepean, ON, K2E 8A7  
Phone: (613) 288-0302 Fax: (866) 488-0302

**Toronto:** 24 Belvia Road Suite 2  
Etobicoke, ON, M8W 3R3  
Phone: (416) 688-8607 Fax: (866) 488-0302

### **Duoson Multimedia**

**Ottawa:** 1177 Newmarket St  
Ottawa, ON, K1B 3V1  
Phone: (613) 742-7474 Fax: (613) 742-3434

### **Freeman Audio Visual**

**London:** 1110 Dearness Drive, Unit #13  
London, ON, N6E 1N9  
Phone: (519) 668-7745

**Ottawa:** 300A – 3020 Hawthorne Road  
Ottawa, ON, K1G 3J6  
Phone: (613) 526-3121

**Toronto:** 2365 Matheson Blvd East  
Mississauga, ON, L4W 5B3  
Phone: (905) 366-9200

## **QUEBEC**

### **Frischkorn Mediaco**

**Montreal:** 2325 Rue Dandurand  
Montreal, QC, H2G 1Z9  
Phone: (514) 843-8700 Fax: (514) 843-8775

### **LMB Interpretation Systems and Services Inc.**

**Montreal:** 5495 Vanden Abeele  
St Laurent, QC, H4S 1S1  
Phone: (514) 333-6677 Fax: (514) 333-9749

**Quebec:** 83 Chemin des iles, Unit 6  
Levis, QC, G6W 8C3  
Phone: (418) 808-2030 Fax: (866) 488-0302

### **Duoson Multimedia**

**Trois Riviere:** 6123 rue Corbeil  
Trois Riviere, QC, G8Z 4S6  
Phone: (819) 373-4701 Fax: (819) 373-6604

**Montreal:** 2325 de la Province  
Longueuil, QC, J4G 1G3  
Phone: (450) 679-5995 Fax: (819) 373-6604

**Laval:** 1991 – 2035 avenue Francis Hughes  
Laval, QC, H7S 2G2  
Phone: (888) 776-0719 Fax: (819) 373-6604

### **Freeman Audio Visual**

**Montreal:** 2056 32<sup>nd</sup> Avenue  
Montreal, QC, H8T 3H7  
Phone: (514) 631-1821

**Quebec:** 2025 Lavoisier Street, Suite 100  
Quebec, QC, G1N 4L6  
Phone: (418) 687-9055



## **NEWFOUNDLAND / LABRADOR**

### **Frischkorn Mediaco**

**Halifax:** 6050-6070 Almon Street Unit#108  
Halifax, NS, B3K 1T8  
Phone: (902) 455-8773 Fax: (902) 455-8776

### **LMB Interpretation Systems and Services Inc.**

**St John's:** 183 Kenmount Road  
Saint John's, NL, A1B 3P9  
Phone: (506) 461-4886 Fax: (866) 488-0302

### **Freeman Audio Visual**

**Halifax:** 100 Isley Avenue, Unit K  
Halifax, NS, B3B 1L3  
Phone: (902) 468-4485

## **ATLANTIC (Nova Scotia, New Brunswick and Prince Edward Island)**

### **Frischkorn Mediaco**

**Halifax:** 6050-6070 Almon Street Unit#108  
Halifax, NS, B3K 1T8  
Phone: (902) 455-8773 Fax: (902) 455-8776

### **LMB Interpretation Systems and Services Inc.**

**Fredericton:** 20 Acorn Street, Unit 667  
Fredericton, NB, E3C 1B1  
Phone: (506) 461-4886 Fax: (866) 488-0302

### **Freeman Audio Visual**

**Fredericton:** 125 Whiting Road, Unit 2G  
Fredericton, NB, E3B 5Y5  
Phone: (506) 459-1117

**Halifax:** 100 Isley Avenue, Unit K  
Halifax, NS, B3B 1L3  
Phone: (902) 468-4485

## **1.2 Preface**

Before making your request to rent audiovisual, interpretation or public address system equipment through the bid solicitation, have you considered Public Works and Government Services Canada's (PWGSC) Event and Conference Management (ECM)?

Contact us for more information or to make a booking.

### **Events and Conference Management**

Public Works and Government Services Canada  
Ottawa, ON K1A 0S5

Website: <http://gcintranet.tpsgc-pwgsc.gc.ca/bi-rp/gec-ecm/index-eng.html>

Phone: 613-990-6700

Fax: 613-990-6706

Email: [ReceptionGEC.ECMReception@tpsgc-pwgsc.gc.ca](mailto:ReceptionGEC.ECMReception@tpsgc-pwgsc.gc.ca)

## **1.3 Recommendations Regarding Third Party Suppliers**

**Prior to signing your agreement** with the desired venue, it is good practice to negotiate the removal of any terms, conditions and/or clauses that would restrict your choice of supplier for your event.

As a customer, you have the right to refuse/negotiate any additional fees, surcharges and/or penalties charged by the facility that are in any way based on and/or tied to your choice of third party suppliers, whether such fees are expressly stated in the proposal or contract, or whether they are contained in the general operating policies of the facility, be they published or unpublished.

## **SUPPLY ARRANGEMENT**

### **A. SUPPLY ARRANGEMENT**

#### **6.1 Arrangement**

The Supply Arrangement covers the work described in the requirement at Annex A and Annex B.

#### **6.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

##### **6.2.1 General Conditions**

2020 (2015-07-03) General Conditions - Supply Arrangement (SA) - Goods or Services, apply to and form part of the SA.

#### **6.3 Supply Arrangement Reporting**

Suppliers must compile and keep current data on products rented by Identified Users (IU) with respect to contracts arising from a Supply Arrangement (SA). These data or reports must include the contract number, the IU name, the good(s) rented and the total contract value, including purchases using the Government of Canada Acquisition Card. Each quarter, Suppliers must collect the data and submit it to the SA Authority at Public Works and Government Services Canada.

Quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

Electronic reports must be completed and forwarded to the SA Authority no later than 15 calendar days after the end of the quarterly period. Refer to Annex F - quarterly report form.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods are provided during a given period, the Supplier must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the suspension or cancellation of the Supply Arrangement.

## **6.4 Term of Supply Arrangement**

### **6.4.1 Period of the Supply Arrangement**

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins November 3, 2015.

## **6.5 Authorities**

### **6.5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Name: Carlos Lee, Supply Specialist

Public Works and Government Services Canada, Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate, HN Division

11 Laurier Street, Place du Portage, Phase III, 7B3

Gatineau (Hull sector) Quebec, K1A 0S5

Telephone: 819-420-0336

Facsimile: 819-953-4944

E-mail address: carlos.lee@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### **6.5.2 Supplier's Representative**

The main point of contact to be contacted, with authority, to receive enquiries from Identified Users pursuant to this Supply Arrangement is:

General information, Receipt of Bid Requests, Delivery follow-up and Person responsible for submitting quarterly reports

Name: Craig Westley

Telephone number: (250) 868-3333

Facsimile number: (250) 868-3313

E-mail: cwestley@sw-online.com

## **6.6 Identified Users**

The Identified Users authorized to issue contracts against the Supply Arrangement include any Government Department, Departmental Corporation or Agency, or other body of the Government of Canada (including all those described in the Financial Administration Act, as amended from time to time) and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act.

## **6.7 Ongoing Opportunity for Qualification**

A Notice will be published on the Government Electronic Tendering Service (GETS) on an on-going basis. Existing qualified suppliers, who have been issued a Supply Arrangement, will not be required to submit a new Arrangement.

At anytime, a supplier has an opportunity to qualify for a Supply Arrangement, delete or add categories, by submitting an Arrangement. The Arrangement will be evaluated in accordance with the Request for Supply Arrangement specified in Part 4. Arrangement will be evaluated on a quarterly basis as defined below:

<b>Period Identification no.</b>	<b>Closing date</b>	<b>Evaluation Period</b>
E60HN-14AVSI/A/1	March 31, 2:00 p.m.	April 1 to June 30
E60HN-14AVSI /A/2	June 30, 2:00 p.m.	July 1 to September 30
E60HN-14AVSI /A/3	September 30, 2:00 p.m.	October 1 to December 31
E60HN-14AVSI /A/4	December 31, 2:00 p.m.	January 1 to March 31

Supplier must ensure that the Supplier's name, return address, period identification no. and closing date and time are clearly visible on the envelope or parcel containing the Arrangement.

## **6.8 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2015-07-03), General Conditions - Supply Arrangement - Goods;
- (c) Annex A - Requirement;
- (d) Annex B - Equipment Sub-category Definitions
- (e) Annex C - Geographic Region
- (f) Annex D – Commercial General Liability Insurance
- (g) Annex F - Quarterly Reports Form
- (h) Annex H - Requirement Checklist (Sample)
- (i) Annex I - Bid Solicitation and Resulting Contract Template (Simple)
- (j) the Supplier's Arrangement dated August 20, 2015

NOTE: Annex E and Annex G were removed as they were only applicable during the solicitation stage.

## **6.9 Certifications**

### **6.9.1 Compliance**

Compliance with the certifications provided by the Supplier in the Arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the Arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

## **6.10 Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

#### **6.11 Payment of Invoices by Credit Cards (to be completed on issuance of a SA)**

- ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

- ☐ VISA  
☐ MasterCard

OR

- ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

#### **6.12 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "D", Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Supply Arrangement. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under any resulting the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of issuance of the Supply Arrangement, 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 Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **B. BID SOLICITATION**

### **1. Bid Solicitation Documents**

Canada will use the following bid solicitation templates:

Annex "I" - Bid Solicitation and Resulting Contract Template

**Note:** References to the templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

#### **1.1 Bid Solicitation - Response Time**

##### Non-Urgent Solicitation

Bids must be responded to within a period of four (4) working days of receiving the bid solicitation document from the Identified User. Any bid responses received after this period will be considered as non responsive and will be given no further consideration.

##### Urgent Solicitation

Bids must be received within a period of two (2) working days of receiving the bid solicitation document from the Identified User. Any bid responses received after this period will be considered as non responsive and will be given no further consideration.



## **2. Bid Solicitation Process**

**2.1** Bids will be solicited using (Annex I - Bid Solicitation and Resulting Contract Template) for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA as per the “List of Suppliers Qualified in Each Region” (Section 1.1 of the General Information)

**2.2** The bid solicitation will be sent directly to Suppliers as follows:

**2.3** For requirements estimated up to \$2,000.00 including all applicable taxes and delivery charges, the Identified User will issue a bid solicitation (Annex I - Bid Solicitation and Resulting Contract Template) to one or more suppliers on the Supply Arrangement List for the chosen category. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.

**2.4** For requirements estimated to be between \$2,000.00 and \$25,000 including all applicable taxes and delivery charges, the Identified User will issue a bid solicitation (Annex I - Bid Solicitation and Resulting Contract Template) to three or more suppliers on the Supply Arrangement List for the chosen category. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.

**2.5** For requirements estimated to be between \$25,000.00 and \$100,000.00 including all applicable taxes and delivery charges the Identified User will issue a bid solicitation (Annex I - Bid Solicitation and Resulting Contract Template) to all Suppliers on the Supply Arrangement List. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.

**2.6** IU will utilize the SA for requirements up to \$100,000.00 including GST/HST and delivery. Any requirement exceeding \$100,000.00 will follow the normal procurement process.

**2.7** For National requirements, the Identified User will issue a bid solicitation (Annex I – Bid Solicitation and Resulting Contract Template) to all Suppliers on the Supply Arrangement List. The resulting contract will be issued based the evaluation procedures and basis of selection outline in the RFP.

## **ANNEX "A"**

### **REQUIREMENT**

This Supply Arrangement is for the rental and provision of Audio Visual and/or Simultaneous Interpretation equipment. The Supply Arrangement will include the products identified in Annex A, Section 1.0 - Allowable Goods and Section 2.0 – Allowable Services.

#### **Section 1.0 - Allowable Goods**

Goods considered allowable must be Audio Visual Main Device or Simultaneous Interpretation equipment rental, openly designed and marketed for AV specific rental, approved by PWGSC and clearly fall into the Categories and Sub-Categories listed below:

#### **7 Main Rental Categories and Sub-Categories**

##### **7 Main Equipment Categories**

##### **Sub-Categories**

- |   |  |
|---|--|
| 1) AUDIO Products:                      | Microphones, Microphones - Wireless<br>Recorders and Players<br>Sound Systems and Audio Conferencing equipment<br>Delegate Mic and Language Interpretation Systems |
| 2) AUDIO/VIDEO<br>Processing equipment: | Signal Processing and Switching  |
| 3) VIDEO Products:                      | Camcorders<br>Professional Video Cameras<br>Players and Recorders<br>Laptops   |
| 4) Display Devices:                     | Televisions<br>Displays and Monitors<br>Video Walls  |
| 5) PROJECTORS:                          | Data and Video Projectors for presentations  |
| 6) OTHER Equipment:                     | Projection Screens<br>Lighting Equipment<br>Podiums<br>Drapes and Pipe<br>Dress Kits   |

7) Web Casting:

- Digital Capture Card
- Video switchers
- Converters
- Computer inputs
- Monitors
- Additional webcast hardware/software

## **Section 2.0 – Allowable Services**

Services considered allowable must be directly related to Audio Visual Main Device or Simultaneous Interpretation equipment rental, which include but not limited to Technicians, delivery of equipment, setup/dismantling and pick-up of equipment and the daily operation of the equipment.

## **Annex "B" - Equipment Sub-category Definitions**

### **1) Audio Products**

#### **Microphones & Microphones - Wireless:**

Microphones and wireless microphones including but not limited to boundary, PZM, handheld, head worn, lavalier, shotgun and wireless microphones systems.

#### **Recorders and Players:**

Analog or digital sound recording and playback devices including but not limited to audio tape, CD, Digital Audio. Portable, handheld digital recorders are prohibited.

#### **Sound Systems and Audio Conferencing equipment:**

Integrated sound reinforcement systems (dedicated microphone, processor, amplifier, loudspeaker systems), audio conferencing systems and components (dedicated bridges, interfaces, amplifiers, processors, mixers, microphones) as well as stand alone speakers/systems.

#### **Delegate Mic and Simultaneous Language Interpretation Systems:**

Integrated simultaneous interpretation (SI) sound systems (dedicated delegate microphones, amplifiers, control consoles, interpreter equipment, sound insulating interpreters booth, as well as (SI) transmitters, RF/IR receivers and headphones). Non-proprietary booths or road cases are prohibited.

### **2) Audio/Video Processing Equipment**

#### **Signal Processing and Switching:**

Audio and/or video signal processing and switching hardware devices including but not limited to master control systems, processors, compressors and limiters, decoders and encoders, amplifiers and distribution amplifiers, equalizers, extenders, matrix switches, video scalers and scan converters.

### **3) Video Products:**

#### **Camcorders:**

Video cameras and camcorders (out-of-studio, handheld video camera recorder; typically for consumer or prosumer video recording).

#### **Professional Video Cameras:**

Professional grade video cameras and camcorders (broadcast, HDTV, ENG and studio cameras).

#### **Players and Recorders:**

Analog or digital video recording and playback devices (Blu-ray, DVD, Digital Video recorders as well as video servers and media players). Digital video recorders include DVD and Blu-Ray recorders, as well as hard drive recorders. Hard drive recorders, video servers and media players must be purpose-built video appliances designed and dedicated to only function for one purpose -

to receive and/or record and store and/or disseminate both computer generated and direct video signals, with or without audio.

#### **4) Display Devices:**

##### **Televisions:**

Display device that combines a tuner, display, and speakers for the primary purpose of viewing television.

##### **Displays and Monitors:**

Non-TV tuner imbedded display devices used for commercial, broadcast, medical or 24/7 applications (any size) as well as stand-alone touch screen displays. Touch screen displays supplied as a proprietary interface device for control and automation Manufacturer systems are applicable to the Control and Automation equipment sub-category. Monitors whose primary design and functionality is for computer/workstation-use are prohibited.

##### **Video Walls:**

Large format, multi-image video walls and video wall components.

#### **5) Projectors:**

##### **Data and Video Projectors:**

Digital video projectors including but not limited to ultra portable, portable, large venue, short throw, and 3D stereoscopic projectors. Document cameras are also applicable to this equipment sub-category.

#### **6) Other Equipment:**

##### **Projection Screens:**

Projection surfaces including but not limited to rigid (fixed), electric, manual, portable and portable truss framed, rear projection screens.

##### **Lighting Equipment:**

Including but not limited to Traditional/Conventional, Motorized, Special Effects and LED

##### **Podiums:**

Including Table top lecterns, acrylic, glass and digital podiums

##### **Drapes and Pipe:**

Drapes in assorted colours and fabrics, adjustable supports and bases.

#### **7) Web Casting:**

Digital Capture Card, Video switchers, Converters, Computer inputs, Monitors, Additional webcast hardware/software

**Annex C**  
**Geographic Region**

<b>Region</b>	<b>No</b>	<b>Description</b>
Pacific	01	The entire province of British Columbia and the province of Alberta
Central	02	The entire provinces of Manitoba and Saskatchewan,
Ontario	03	The province of Ontario
Newfoundland Labrador	04	The entire province of Newfoundland including Labrador
Quebec	05	The entire province of Quebec
Atlantic	06	The entire province of Nova Scotia, New Brunswick and Prince Edward Island

The resulting Supply Arrangement is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA will follow the normal procurement process.

For National requirements, the Identified User will issue a request for proposal (Annex I – Bid Solicitation and Resulting Contract Template) for bid solicitation to all Suppliers on the Supply Arrangement List. The resulting contract will be issued based the evaluation procedures and basis of selection outline in the RFP.

## **ANNEX D**

### **Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Supply Arrangement, in an amount usual for a contract of this nature, but for not less than \$2,000,000 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 Supply Arrangement. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (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 the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



## ANNEX F

## SUPPLY ARRANGEMENT QUARTERLY USAGE REPORT

<b>Apply Arrangement</b>	<b>E60HN-14AVSI</b>	<b>Start Date of SA (DD/MM/YYYY)</b>	<b>End Date of SA (DD/MM/YYYY)</b>
<b>Total Value to Date (\$)</b>	<b>Total Value for Reporting Period (\$)</b>	<b>Start Reporting Period (DD/MM/YYYY)</b>	<b>End Reporting Period (DD/MM/YYYY)</b>

### Item Description

[illegible]

## Annex H - Requirement Checklist (Sample)

Client Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

Meeting Location: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_  
 Time: \_\_\_\_\_

Room Layout Number of Rooms :	Type	Number of Attendees
	Theatre style ( ) U – Shaped ( ) Round Tables ( ) Classroom Style ( ) Hollow Square ( ) Head Table ( ) Conference Room ( ) Other ( )	
Category	Type	Qty
Booth	Isolated Permanent (On Site)	
Interpretation Receivers	Infrared (IR) Radiofrequency (RF)	
Video Recording	Camcorders Professional Video Cameras Players and Recorders <ul style="list-style-type: none"> <li>- Audio Cassettes</li> <li>- CD Burner</li> <li>- MP3 Burner/Recorder</li> <li>- Blu Ray Player</li> <li>- Overlap Recording</li> <li>- Floor Recording</li> <li>- Interpretation Recording (Specify Language(s):_____)</li> <li>- Recording Splitter</li> </ul> Laptops <ul style="list-style-type: none"> <li>- PC</li> <li>- MAC</li> <li>- Wireless Mouse</li> </ul>	

Category	Type	Qty
Projection	Screens <ul style="list-style-type: none"> <li>- Fast Fold</li> <li>- Front</li> <li>- Rear</li> <li>- Size:_____</li> </ul> Data, LCD and Video Projectors <ul style="list-style-type: none"> <li>- Source (PC, MAC, DVD, Blu Ray, Other)</li> <li>- Bilingual Presentations</li> </ul>	
Audio Products	Microphones <ul style="list-style-type: none"> <li>- Wired</li> <li>- Various Wireless</li> <li>- Podium</li> <li>- Table</li> <li>- Floor / Stand</li> <li>- DIS Conference</li> </ul> Sound Systems and Speakers Audio Conferencing Equipment Soundboards <ul style="list-style-type: none"> <li>- Number of Inputs:_____</li> </ul>	
Audio Video Processing Equipment	Signal Processing and Switching	
Display Devices	Televisions Displays and Monitors Video Walls	
Miscellaneous Equipment	Media Distribution Box Podiums <ul style="list-style-type: none"> <li>- Lecterns</li> <li>- Acrylic</li> <li>- Glass</li> <li>- Digital</li> <li>- Other_____</li> </ul> Dress Kits, Drapes & Pipe	

Category	Type	Qty
Web Casting	Digital Capture Cards	
	Video Switchers	
	Converters	
	Computer inputs	
	Additional Webcast	
	Hardware/software	
	# of participants:_____	
Lighting	Traditional/Conventional	
	Motorized	
	Special Effects	
	LED	

**Annex “T”**  
**Bid Solicitation and Resulting Contract Template**

**PART 1 - INFORMATION AND INSTRUCTIONS**

**1. Security Requirements**

*Select option 1 or 2 below, as applicable, whether or not security requirements are associated with the requirement and the applicable clauses provided by the Industrial Security Program (ISP) are inserted under article 2.1.1 of Part 2.*

**OPTION 1**

There are security requirements associated with the requirement. For additional information, consult Part 1 - Information and Instructions, clause 1.7.X, Security Requirements, and Part 2 - Resulting Contract Clauses.

**OPTION 2**

There is no security requirement associated with this bid solicitation.

**1.2 Statement of Work**

(Insert description of the work or service to be provided)

**1.3 Standard Instructions, Clauses and Conditions**

*Include the latest version of Standard Instructions 2003 or 2004, as applicable, for all bid solicitations including those resulting from a Supply Arrangement, unless otherwise indicated in the SA.*

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 \_\_\_\_\_ (Insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>)) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**OR**

*For non-competitive requirements, delete the above paragraph that refers to Standard Instructions 2003 and insert the following:*

The 2004 \_\_\_\_\_ (Insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>)) Standard Instructions - Goods or Services - Non-competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

## **1.4 Submission of Bids**

**1.4.1** Bids must be submitted to the Contracting Authority identified in the bid solicitation and in Part 2 - Resulting Contract Clauses, article 2.5, by \_\_\_\_\_ (insert closing time and date).

## **1.5 Enquiries - Bid Solicitation**

All enquiries must be submitted to the Contracting Authority no later than \_\_\_\_\_ (insert number of days) calendar days before the bid closing date. Enquiries received after that time may not be answered.

## **1.6 Evaluation Procedures**

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

### **1.6.1 Technical Evaluation**

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

### **1.6.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services or Harmonized Sales Tax, DDP Delivered Duty Paid (destination), Incoterms 2000, including Canadian customs duties and excise taxes.

### **1.6.3 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

#### **1.6.4 Security Requirements (If applicable)**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 2 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 2 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

#### **1.7 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*Insert the name of the province or territory*).

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

#### **1.8 Debriefings**

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

## **PART 2 - RESULTING CONTRACT CLAUSES**

### **2.1 Security Requirements**

Consult the Industrial Security Program (ISP) of PWGSC (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website for more information.

#### ***OPTION 1***

*Select this option if there are security requirements and insert related clauses provided by ISP.*

**2.1.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

#### ***OPTION 2***

**2.1.1** There is no security requirement applicable to this Contract.

### **2.2 Statement of Work**

As detailed in the proposal dated \_\_\_\_\_ (*insert date of bid*)

### **2.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **2.3.1 General Conditions**

2029 \_\_\_\_\_ (*Insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>*) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

### **2.4 Term of Contract**

#### **2.4.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ (*fill in start date of the period*) to \_\_\_\_\_ inclusive (*fill in end date of the period*).



## **2.5 Authorities**

### **2.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_

Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_

E-mail address: \_\_\_\_\_

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.

### **2.5.2 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_

Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## **2.6. Payment**

### **2.6.1 Basis of Payment**

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

### **2.6.2 Limitation of Price**

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

### **2.6.3 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada

## **2.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **2.8 Certifications**

### **2.8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract.

Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if 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.

## **2.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## **2.10 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2029 \_\_\_\_\_ (*Insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>*) General Conditions - Goods or Services (Low Dollar Value);
- (c) Statement of Work;
- (d) Security Requirements Check List (if applicable);
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## **2.11 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "D" of the Supply Arrangement (SA), Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, 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 Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **2.12 Cancellation Fees**

Should an event be cancelled within twenty-four hours prior to the start of the event, the offeror will be paid 75% of the quote.

Should an event be cancelled within forty-eight hours prior to the start of the event, the offeror will be paid 50% of the quote.

Should an event be cancelled within seventy-two hours prior to the start of the event, the offeror will be paid 25% of the quote.

Should an event be cancelled with at least seventy-two hours prior to the start of the event, no payment will be authorized.