

CANADIAN HERITAGE
REQUEST FOR STANDING OFFER

REQUEST NUMBER: 10140965

TITLE OF PROJECT: Lighting Equipment and Services

REQUEST DATE: March 14, 2016

CLOSING DATE AND TIME: April 27, 2016, 2:00 P.M., EDT

ADDRESS ALL ENQUIRIES: Lynn Levesque
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: (819) 994-5119
Fax: (819) 953-4133
E-mail: PCH.contracts-contracting.PCH@canada.ca

The Department of Canadian Heritage has a requirement for the above goods to be provided and services to be carried out in accordance with the **Statement of Requirements** attached hereto as **Annex "A"**. The goods are to be supplied and the services are to be performed during the period commencing upon the date of award of the standing offer as detailed in the Statement of Requirements.

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, (2:00 P.M.) EDT: April 27, 2016, at:**

Mail room / Bid Receiving Unit
RFP: 10140965
Attention: Lynn Levesque
15 Eddy Street, 2nd Floor (15.2.C)
Gatineau, Quebec
K1A 0M5

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

Bidders submitting a proposal are also requested to complete Attachment 2 to Part 5 - Offer of Services Form. By signing and submitting this form, Bidders are confirming that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and that:

1. They consider themselves and their products able to meet all the mandatory requirements in the bid solicitation;
2. Their bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If they are awarded a standing offer, they will accept all the terms and conditions set out in Part 7A – Standing Offer and Part 7B - Resulting Contract Clauses included in the bid solicitation.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments, annexes (including Appendix 1), 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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Attachments include the Evaluation Criteria, Certifications, and the Offer of Services Form.

The Annexes include the Statement of Requirements (including Appendix 1), the Basis of Payment, the Security Requirements Check List and the Insurance Requirements.

1.2 Summary

- 1.2.1 This bid solicitation is being issued to satisfy the requirement of Canadian Heritage (PCH) for the supply of Lighting Equipment and Technical Services. It is intended to result in the award of up to two (2) standing offers for an initial period of two (2) years and two (2) additional one (1) year option periods.
- 1.2.2 There is a security requirement associated with this requirement. For additional information, consult Part 7A – Standing Offer, Article 7.2 Security Requirement. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial and Security Program](#) on the Public Works and Government Services Canada's website.
- 1.2.3 The resulting Standing offer is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

- 1.2.4 The requirement is subject to the provisions of the following trade agreements:
- World Trade Organization Agreement on Government Procurement (WTO-AGP);
 - the North American Free Trade Agreement (NAFTA);
 - the Agreement on Internal Trade (AIT);
 - Canada-Korea Free Trade Agreement;
 - Canada-Honduras Free Trade Agreement;
 - Canada-Columbia Free Trade Agreement;
 - Canada-Peru Free Trade Agreement;
 - Canada-Chile Free Trade Agreement;

1.3 Security Requirements

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers 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 offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (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](#) (2015-07-03) Standard Instructions - Request for Standing Offers - 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 Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

M0066T (2007-05-25) Prices – Items

Offerors must submit firm prices for all items listed in Annex "B" Basis of Payment.

M0068T (2007-05-25) Rates – Resources

Offerors must submit firm rates for all categories of resources listed in Annex "B" Basis of Payment.

M9015T (2016-01-28) Insurance Requirements – Proof of Availability – Prior to issuance of a Standing Offer

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.2 Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or email to PCH will not be accepted.

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

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

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.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (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.

2.5. 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

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (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 Offers.

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 I: 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.

Section II: Financial Offer

Offerors must include both Attachment 1 to Part 4 – Evaluation Criteria and must submit prices for equipment and labour in accordance with Annex “B”, Basis of Payment. The total amount of Applicable Taxes must be shown separately. Bidders must also provide a copy of their full equipment/price list or catalogue indicating any discount being offered for any equipment not specified in Annex “B”, Basis of payment (described herein as non-standard items).

The Bidder must include in its financial bid their equipment/price list or catalogue indicating any discounts being provided under the standing offer for non-standard items (items not included in Annex “B” Basis of Payment).

Section III: Certifications

Offerors must submit the certifications required under Part 5 by completing Attachment 1 to Part 5.

Section IV: Additional Information

The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

Bidders submitting a proposal are also requested to complete Attachment 2 to Part 5 - Offer of Services Form. By signing and submitting this form, Bidders are confirming that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and that:

1. They consider themselves and their products able to meet all the mandatory requirements in the bid solicitation (as described in article 9 of Annex "A" Statement of Requirements);
2. Their bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If they are awarded a standing offer, they will accept all the terms and conditions set out in Part 7A – Standing Offer and Part 7B - Resulting Contract Clauses included in the bid solicitation.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Basis of Selection – Lowest Evaluated Price

- 4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.
- 4.2.2 The responsive bids will be ranked in ascending order of evaluated prices; the responsive bid with the lowest evaluated price being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices, up to two (2) will be recommended for award of a standing offer.

Attachment 1 to Part 4

Mandatory Evaluation Criteria

- 1.0 Bidders must provide project summaries (minimum 200 words – maximum 500 words) of two (2) distinct events completed in the last five (5) years which describe the Bidder's experience in successfully meeting the demands of, and delivering equipment and technical personnel required for, the production of large outdoor events and shows (5000 or more in attendance).
- 2.0 The Bidder must complete and include in its financial bid the pricing tables included in this attachment which will be used for evaluation purposes.
- 3.0 The Bidder must complete and include in its financial bid all the the tables included in Annex "B" Basis of Payment which will form the Basis of Payment for the standing offer. PCH is looking for high quality components and equipment from the following manufacturers: Altman, Arcofab, Avolites, Chauvet, Christie, Clay Paky, Columbus MacKinnon, DTS, Elation Lighting, Electronic Theatre Controls (ETC), High End Systems, Ivanhoe, Jands, Leprecon Lighting, LEX, Lycian, MA Lighting, Martin Professional, MDG, Philips Color Kinetics, Prolyft, Prolyte, Robert Juliat, Show Distribution, Skjonberg, Syncholite, Theatrx, Thomas Engineering/Tomcat, Vari Lite. The Bidder may propose equipment from other manufacturers. (Please refer to article 9 of Annex A Statement of Requirements.)
- 4.0 The Bidder must include in its financial bid their equipment/price list or catalogue indicating any discounts being provided under the standing offer for non-standard items (items not included in Annex "B" Basis of Payment.
- 5.0 The inclusion of volumetric data in this document are for evaluation purposes only and does not represent a commitment by Canada that Canada's future usage of the goods and services described in the bid solicitation will be consistent with this data.
- 6.0 The stage lighting packages are designed to be a complete package based on the current needs of PCH for the various events both current and anticipated. These packages are designed around the mobile stages currently being used by PCH. These stages are the Stageline SL100, SL250/260, and SL320. Stages will be located within 200' for a power source appropriate to the requirements. In all designs, if no additional rigging or structure is present, lighting fixtures are hung attached to the structure of the mobile stage.
- 7.0 These packages will include the lighting fixtures and any structure required to complete the design. The Offeror will need to include all required cabling, rigging, dimming, power distribution, control and labour. Any peripheral costs including but not limited to, man lifts, boom lift or scissor lifts, and safety equipment, must be included in the cost of the package. The included labour will be to cover project management, installation, removal and testing of the package only. All other production labour described in Appendix 1, such as programmers and operators, will be booked separately using the positions and rates outlined in Annex "B" Basis of Payment. This will form the complete package prices for evaluation purposes. *The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.*
- 8.0 In calculating their costs including labour, the Bidder shall take into consideration their obligations as specified in Annex "A" Statement of Requirements. The price must also include any costs related to the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot

be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- 9.0 The price/rates specified below, when quoted by the Bidder, includes the total estimated cost of all trucking and delivery costs that may need to be incurred for:
- a. work described in Annex "A" Statement of Requirement, of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
 - b. travel between the successful bidder's place of business and the NCR; and
- 10.0 All proposed personnel must be available to work outside normal office hours during the duration of the Standing offer. No overtime charges will be authorized.
- 11.0 Bids will be evaluated based on the total price of all packages for all years (all applicable taxes excluded) as shown in the example provided below.
- 12.0 A list providing generally expected roles and responsibilities for pre-determined resource categories can be consulted in Appendix 1.
- 13.0 Definitions:
- 13.1 Day Rate:
The Day Rate shall include sufficient labour for the package to be installed, powered, and tested for operability. Labour must be included to remove the package at the end of the event.
The rate must include one day of usage for rehearsals and programming before the event.
- 13.2 Subsequent Day:
The Subsequent Day rate shall apply to the rental of the equipment only. This day will apply after the first day of rehearsal/programming and the first show day. The rate will apply for additional rehearsal/programming days or show days.
- 13.3 Week:
The Week rate shall include sufficient labour for the package to be installed, powered, and tested for operability. Labour must be included to remove the package at the end of the event. The rate shall include seven days of usage be they rehearsal/programming days or show days. Dismantle and removal of the equipment shall take place after the seventh or final day of usage.
- 13.4 Subsequent Week:
The Subsequent Week rate shall apply the rental of equipment for an additional seven days of usage only. The rate must not include labour cost with crew cost for dismantle and removal of the package covered in the first week of rental.
- 13.5 Month:
The Month rate shall include sufficient labour for the package to be installed, powered, and tested for operability. Labour must be included to remove the package at the end of the event. The rate shall include thirty days of usage be they rehearsal/programming days or show days. Dismantling and removal of the equipment shall take place after the twenty-eighth or final day of usage.

Package 1 Stageline SL100

The Offeror will include the equipment listed in the tables below.

Lighting: All categories and descriptions are taken from Appendix 1.

| Category | Description | Quantity |
|----------|-------------------------------|----------|
| 1A | LED Parcan | 16 |
| 1.1C | Profile (Spot) Fixture: Small | 8 |
| 1.2C | Beam Fixture: Small | 8 |
| 1.3C | LED Wash Fixture: Small | 12 |
| 1E | Hazer | 1 |

Rigging and Structure: All categories and descriptions are taken from Appendix 1.

| Category | Description | Quantity |
|----------|----------------------|----------|
| 2A | 12" width truss: 4ft | 2 |
| 2A | 12" width truss: 6ft | 2 |
| 2A | 12" width truss: 8ft | 6 |
| 2A | Truss Base | 6 |
| 2B | Taildown: 24" | 2 |
| 2B | Taildown: 42": | 2 |
| 2D | 1000 lbs. hoist | 4 |

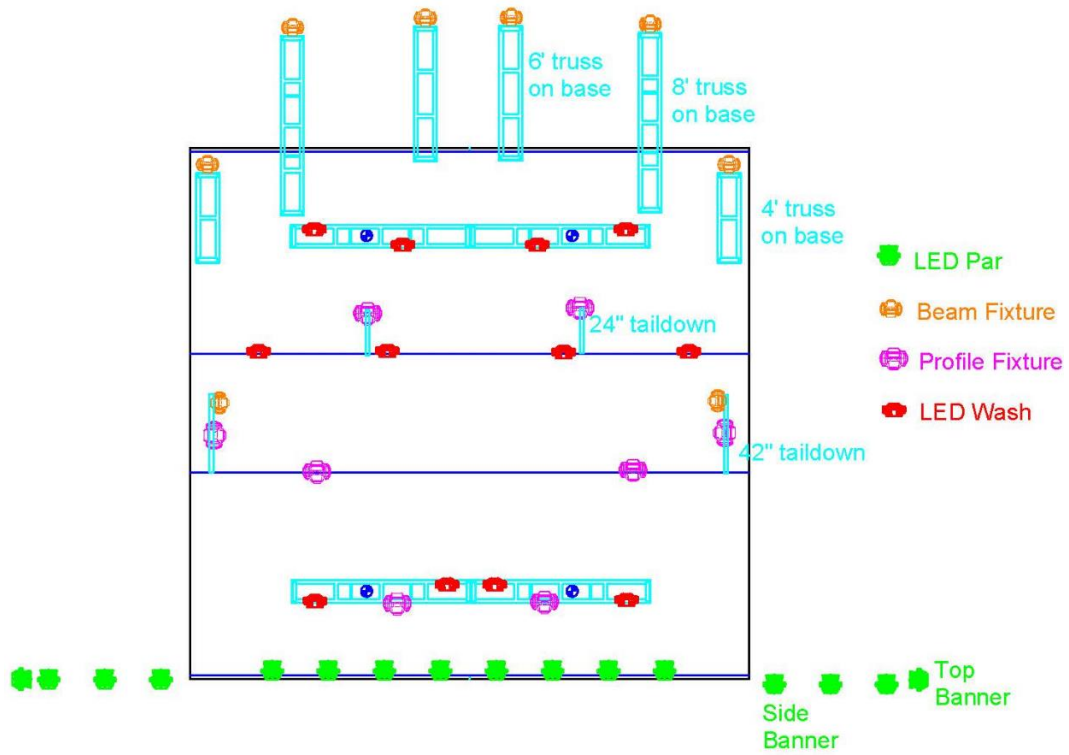
Control and Electrical Distribution: All categories and descriptions are taken from Appendix 1.

| Category | Description | Quantity |
|----------|---------------------------------------|----------|
| 3B | Moving Light Console 2048 Channels | 2 |
| 3D | Electrical Distribution 60 @ 208volts | 1 |
| 3E | Signal Distribution 8 outputs | 1 |

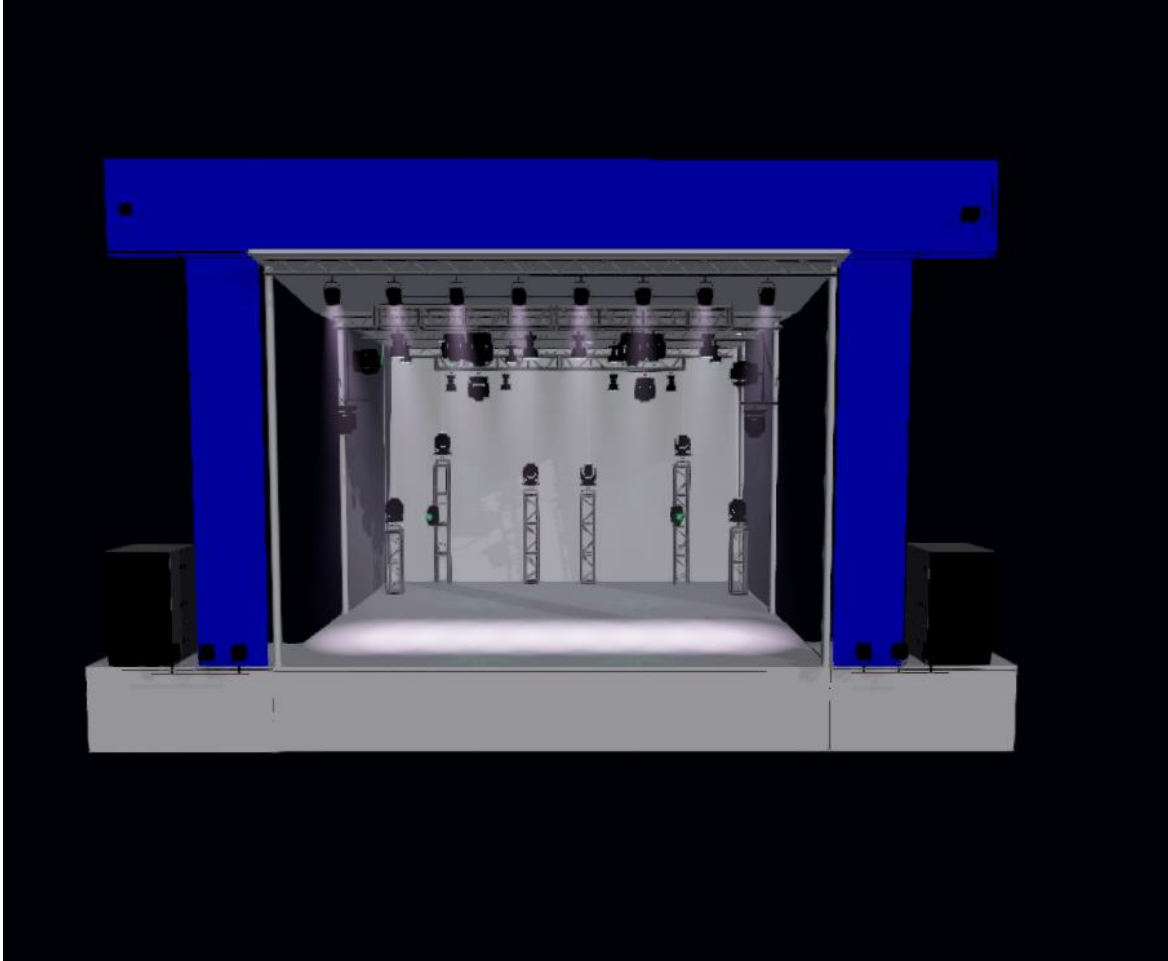
Labour: All categories and descriptions are taken from Appendix 1.

| Category/Position | Description | Number of positions | Number of hours per position |
|-------------------|---|---------------------|------------------------------|
| 4.1A (GT) | General Technician | 2 | 8 |
| 4.2A (GTC) | General Technician – Climbing and Focus | 1 | 8 |
| 4B (CE) | Chief Electrician | 1 | 12 |
| 4C (LO) | Lighting Operator | 1 | 12 |
| 4E (RG) | Rigger | 1 | 8 |

Lighting Plot



Stage Rendering



Package 2 Stageline SL 250/260

Lighting: All categories and description are taken from Appendix 1. Prices for other categories will be provided by completing the table included in Annex "B" – Basis of Payment and will not form part of the evaluation.

| Category | Description | Quantity |
|----------|-------------------------------|----------|
| 1A | LED Parcan | 16 |
| 1.1C | Profile (Spot) Fixture: Small | 8 |
| 1.2C | Beam Fixture: Small | 12 |
| 1.3C | LED Wash Fixture: Small | 18 |
| 1E | Hazer | 1 |

Rigging and Structure: All categories and description are taken from Appendix 1. Prices for other categories will be provided by completing the table included in Annex "B" – Basis of Payment and will not form part of the evaluation.

| Category | Description | Quantity |
|----------|----------------------|----------|
| 2A | 12" width truss: 4ft | 2 |
| 2A | 12" width truss: 6ft | 2 |
| 2A | 12" width truss: 8ft | 2 |
| 2A | Truss Base | 6 |
| 2B | Taildown: 12" | 2 |
| 2B | Taildown: 18" | 2 |
| 2B | Taildown: 24" | 2 |
| 2B | Taildown: 42": | 2 |
| 2B | Taildown: 84" | 2 |

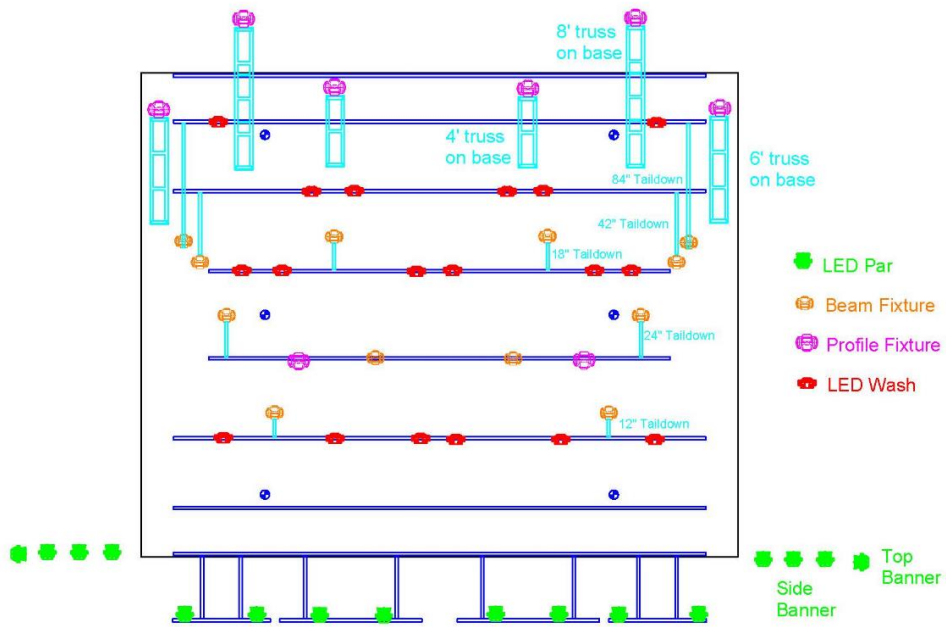
Control and Electrical Distribution: All categories and description are taken from Appendix 1. Prices for other categories will be provided by completing the table included in Annex "B" – Basis of Payment and will not form part of the evaluation.

| Category | Description | Quantity |
|----------|---------------------------------------|----------|
| 3B | Moving Light Console 2048 Channels | 2 |
| 3D | Electrical Distribution 60 @ 208volts | 1 |
| 3E | Signal Distribution 8 outputs | 1 |

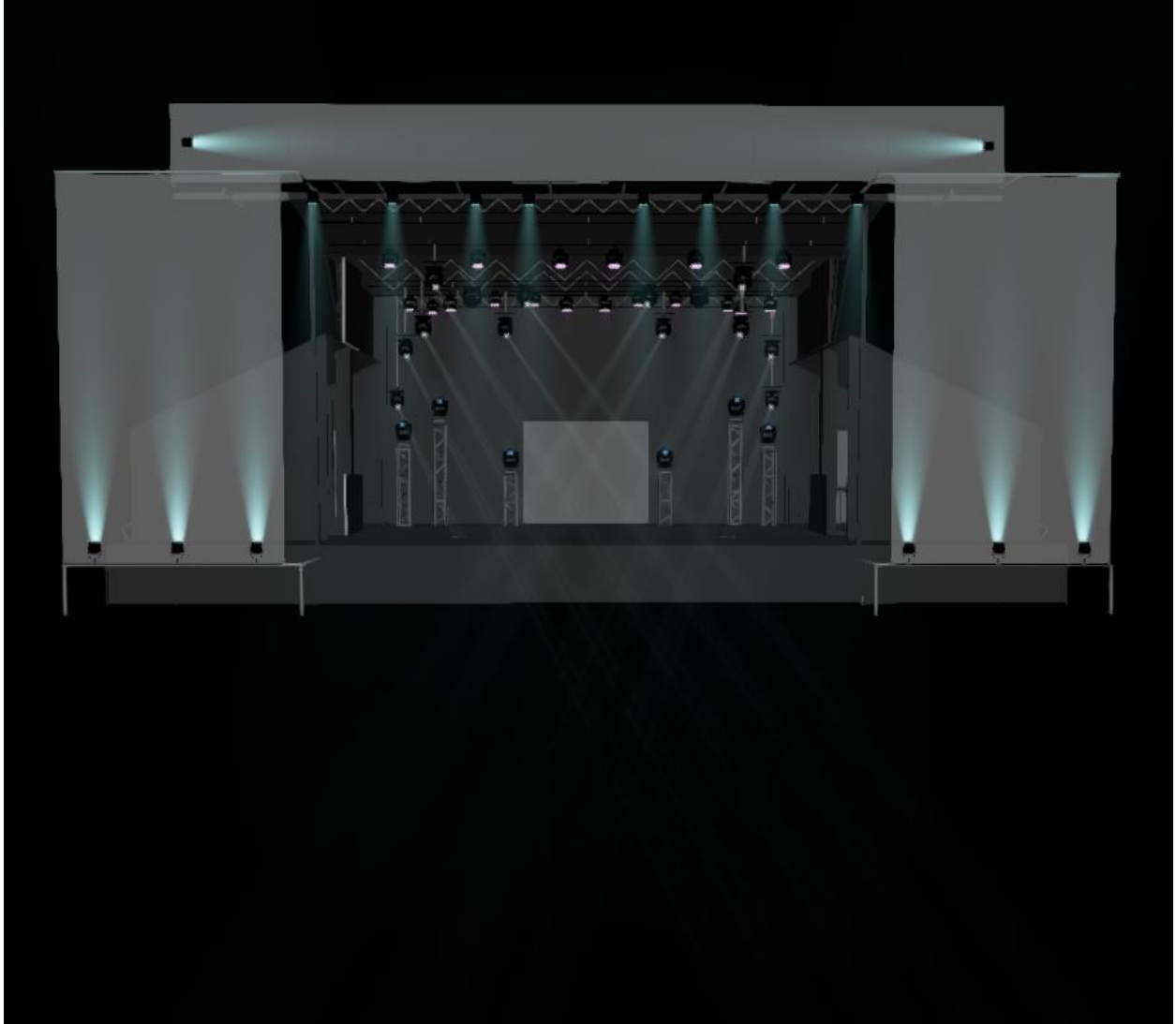
Labour: All categories and description are taken from Appendix 1. Prices for other categories will be provided by completing the table included in Annex "B" – Basis of Payment and will not form part of the evaluation.

| Category/Position | Description | Number of positions | Number of hours per position |
|-------------------|---|---------------------|------------------------------|
| 4.1A (GT) | General Technician | 3 | 10 |
| 4.2A (GTC) | General Technician – Climbing and Focus | 1 | 10 |
| 4B (CE) | Chief Electrician | 1 | 14 |
| 4C (LO) | Lighting Operator | 1 | 14 |
| 4D (HRG) | Head Rigger | 1 | 10 |

Lighting Plot



Stage Rendering



Package 3 Stageline SL 320

Lighting: All categories and descriptions are taken from Appendix 1. Prices for other categories will be provided by completing the table included in Annex "B" – Basis of Payment and will not form part of the evaluation.

| Category | Description | Quantity |
|----------|--------------------------------|----------|
| 1A | LED Parcan | 30 |
| 1.1C | Profile (Spot) Fixture: Medium | 16 |
| 1.2C | Beam Fixture: Medium | 12 |
| 1.3C | Arc Wash Fixture: Medium | 8 |
| 1.3C | LED Wash Fixture: Medium | 16 |
| 1E | Hazer | 2 |

Rigging and Structure: All categories and descriptions are taken from Appendix 1. Prices for other categories will be provided by completing the table included in Annex "B" – Basis of Payment and will not form part of the evaluation.

| Category | Description | Quantity |
|----------|----------------------|----------|
| 2A | 12" width truss: 2ft | 2 |
| 2A | 12" width truss: 4ft | 2 |
| 2A | 12" width truss: 6ft | 2 |
| 2A | 12" width truss: 8ft | 14 |
| 2A | Truss Base | 8 |
| 2B | Taildown: 24" | 2 |
| 2B | Taildown: 42": | 4 |
| 2B | Taildown: 84" | 2 |
| 2D | Motor: 1000 lbs. | 9 |

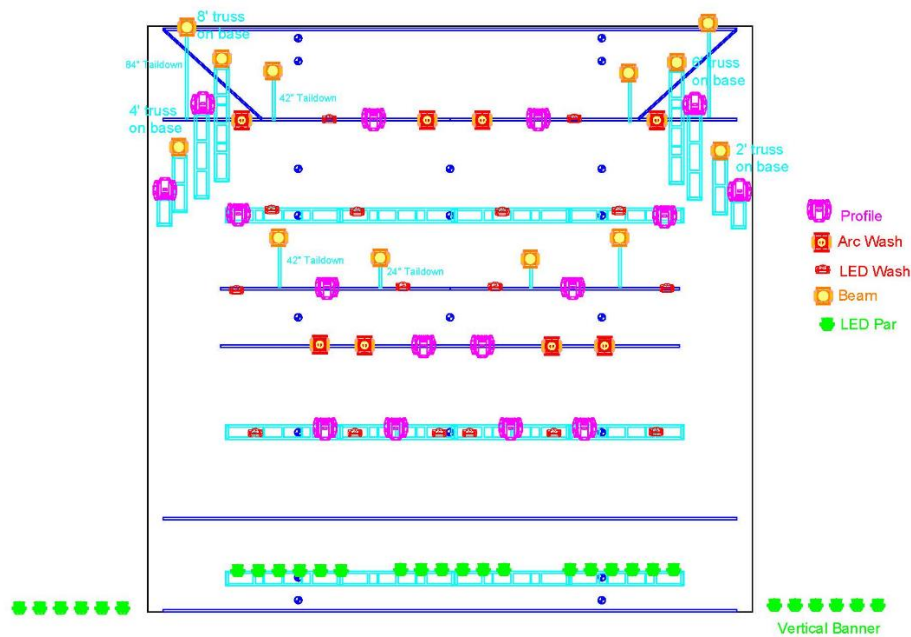
Control and Electrical Distribution: All categories and description are taken from Appendix 1. Prices for other categories will be provided by completing the table included in Annex "B" – Basis of Payment and will not form part of the evaluation.

| Category | Description | Quantity |
|----------|---------------------------------------|----------|
| 3B | Moving Light Console 4096 Channels | 2 |
| 3D | Electrical Distribution 30 @ 208volts | 1 |
| 3D | Electrical Distribution 60 @ 208volts | 1 |
| 3E | Signal Distribution 8 outputs | 2 |

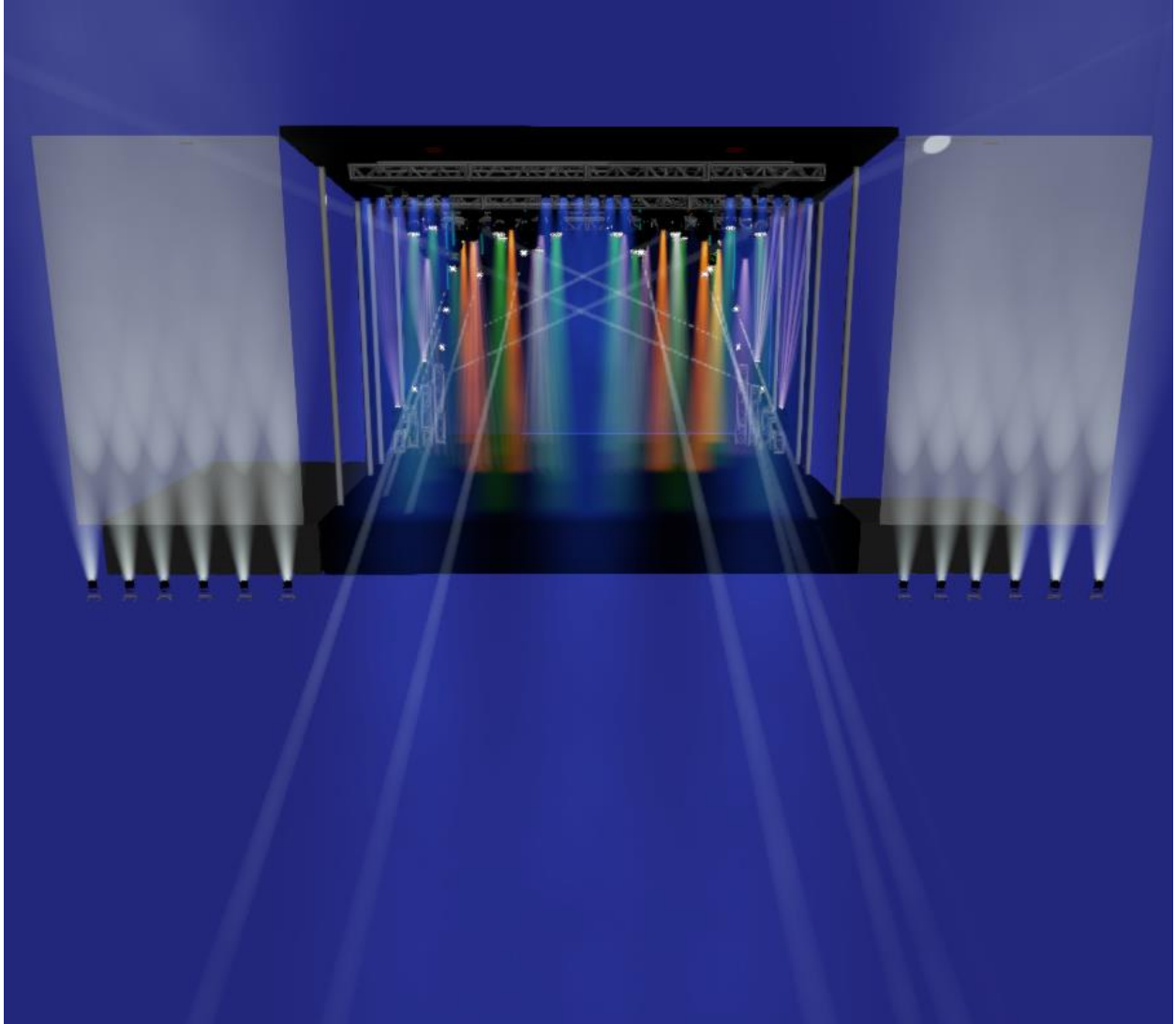
Labour: All categories and description are taken from Appendix 1. Prices for other categories will be provided by completing the table included in Annex "B" – Basis of Payment and will not form part of the evaluation.

| Category/Position | Description | Number of positions | Number of hours per position |
|-------------------|---|---------------------|------------------------------|
| 4.1A (GT) | General Technician | 4 | 10 |
| 4.2A (GTC) | General Technician – Climbing and Focus | 1 | 12 |
| 4B (CE) | Chief Electrician | 1 | 14 |
| 4C (LO) | Lighting Operator | 1 | 14 |
| 4D (HRG) | Head Rigger | 1 | 10 |
| 4E (RG) | Rigger | 1 | 10 |

Lighting Plot



Stage Rendering



Pricing Grid

***Note: The total rental cost for 7 days (one day + 6 subsequent days) shall not be less than the total cost for 1 week and the total rental cost for 4 weeks (1 week + 3 subsequent weeks) shall not be less than the total cost for one month.**

| Package #1: Stageline SL-100 | | | | | | |
|------------------------------|---|---|---|---|--|--|
| | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | AVERAGED FIRM ALL INCLUSIVE PER DIEM RATES (in Cdn \$) | WEIGHTED AVERAGED PER DIEM RATES (in Cdn \$) |
| | 2016 (A) | 2017 (B) | 2018 (C) | 2019 (D) | (F)= (A+B+C+D)/4 | (G)= F(x) X W(x) |
| 1. Day | | | | | | |
| 2. Subsequent Day | | | | | | |
| 3. Week | | | | | | |
| 4. Subsequent Week | | | | | | |
| 5. Month | | | | | | |
| | Total Evaluated Price Package #1 (Applicable taxes excluded): G1+G2+G3+G4+G5 | | | | | |

The following weights will be used to evaluate the quoted firm all-inclusive rates for Package #1

- | | |
|--------------------|------------|
| 1. Day | (W1) = 5% |
| 2. Subsequent Day | (W2) = 5% |
| 3. Week | (W3) = 40% |
| 4. Subsequent Week | (W4) = 20% |
| 5. Month | (W5) = 20% |

TOTAL EVALUATED PRICE PACKAGE #1 (Applicable taxes excluded) = \$

- **EXAMPLE: If Column (G) has the following weighted averaged per diem rates breakdown, the Total Evaluated Price for Package #1 would be as follows:**

- | | | | |
|--------------------|-----------------------------|---|-----------------|
| 1. Day | (F1) \$593.75 X (W1) 5% | = | (G1) \$29.69 |
| 2. Subsequent Day | (F2) \$468.75 X (W2) 5% | = | (G2) \$23.44 |
| 3. Week | (F3) \$3,256.25 X (W3) 40% | = | (G3) \$1,302.50 |
| 4. Subsequent Week | (F4) \$3,043.75 X (W4) 20% | = | (G4) \$608.75 |
| 5. Month | (F5) \$11,562.20 X (W5) 20% | = | (G5) \$2,312.44 |

Total Evaluated Price Package #1 = \$4,276.82

| Package #2: Stageline SL-250/260 | | | | | | |
|----------------------------------|---|--------------------------------------|--------------------------------------|--------------------------------------|--|--|
| | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | AVERAGED FIRM ALL INCLUSIVE PER DIEM RATES (in Cdn \$) | WEIGHTED AVERAGED PER DIEM RATES (in Cdn \$) |
| | 2016 (A) | 2017 (B) | 2018 (C) | 2019 (D) | (F)= (A+B+C+D)/4 | (G)= F(x) X W(x) |
| 1. Day | | | | | | |
| 2. Subsequent Day | | | | | | |
| 3. Week | | | | | | |
| 4. Subsequent Week | | | | | | |
| 5. Month | | | | | | |
| | Total Evaluated Price Package #2 (Applicable taxes excluded): G1+G2+G3+G4+G5 | | | | | |

The following weights will be used to evaluate the quoted firm all-inclusive rates for Package #2

- | | |
|--------------------|-------------|
| 1. Day | (W1) = 40% |
| 2. Subsequent Day | (W2) = 40% |
| 3. Week | (W3) = 10% |
| 4. Subsequent Week | (W4) = 2.5% |
| 5. Month | (W5) = 2.5% |

Total Evaluated Price Package #2 =

***EXAMPLE:** If Column (G) has the following weighted averaged per diem rates breakdown, the Total Evaluated Price for Package #2 would be as follows:

- | | | |
|--------------------|------------------------------|-----------------|
| 1. Day | (F1) \$890.62 X (W1) 40% | = (G1) \$356.25 |
| 2. Subsequent Day | (F2) \$703.12 X (W2) 40% | = (G2) \$281.25 |
| 3. Week | (F3) \$5,634.37 X (W3) 10% | = (G3) \$563.44 |
| 4. Subsequent Week | (F4) \$4,565.62 X (W4) 2.5% | = (G4) \$114.14 |
| 5. Month | (F5) \$17,343.75 X (W5) 2.5% | = (G5) \$433.59 |

Total Evaluated Price Package #2 = \$1,748.67

| TOTAL EVALUATED PRICE ALL PACKAGES (Applicable taxes excluded) = \$Package #3: Stageline SL-320 | | | | | | |
|--|---|---|---|---|---|---|
| | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | FIRM ALL INCLUSIVE RATES (in Cdn \$) | AVERAGED FIRM ALL INCLUSIVE PER DIEM RATES (in Cdn \$) | WEIGHTED AVERAGED PER DIEM RATES (in Cdn \$) |
| | 2016 (A) | 2017 (B) | 2018 (C) | 2019 (D) | (F)= (A+B+C+D)/4 | (G)= F(x) X W(x) |
| 1. Day | | | | | | |
| 2. Subsequent Day | | | | | | |
| 3. Week | | | | | | |
| 4. Subsequent Week | | | | | | |
| 5. Month | | | | | | |
| | Total Evaluated Price Package #3 (Applicable taxes excluded): G1+G2+G3+G4+G5 | | | | | |

The following weights will be used to evaluate the quoted firm all-inclusive rates for Package #3

- | | |
|--------------------|-------------------|
| 1. Day | (W1) = 5% |
| 2. Subsequent Day | (W2) = 5% |
| 3. Week | (W3) = 40% |
| 4. Subsequent Week | (W4) = 20% |
| 5. Month | (W5) = 20% |

Below is an example of the above calculation:

* If Column (G) has the following weighted averaged per diem rates breakdown, the Total Evaluated Price for Package #3 would be as follows:

- | | | |
|--------------------|------------------------------------|--------------------------|
| 1. Day | (F1) \$1,187.50 X (W1) 5% | = (G1) \$59.38 |
| 2. Subsequent Day | (F2) \$937.50 X (W2) 5% | = (G2) \$46.88 |
| 3. Week | (F3) \$6,512.50 X (W3) 40% | = (G4) \$2,605.00 |
| 4. Subsequent Week | (F4) \$6,087.50 X (W4) 20% | = (G3) \$1,217.50 |
| 5. Month | (F6) \$23,125.00 X (W6) 20% | = (G6) \$4,625.00 |

Total Evaluated Price Package #3 = \$8,553.76

Package #1 = 15% of total evaluated price (i.e. \$4,276.82 x 15% = \$641.52)

Package #2 = 70% of total evaluated price (i.e. \$1,748.67 x 70% = \$1,224.07)

Package #3 = 15% of total evaluated price (i.e. \$8,553.76 x 15% = \$1,283.06)

TOTAL EVALUATED PRICE ALL PACKAGES (Applicable taxes excluded) = \$3,148.65 (i.e. \$641.52 + \$1,224.07 + \$1,283.06)

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

ATTACHMENT 1 to PART 5

CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. ([Refer to the Joint Venture section of the Standard Instructions](#))

Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

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 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 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.

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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 Adjustment Directive

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

If so, the Bidder must provide the following information:

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

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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.

ATTACHMENT 2 to PART 5

OFFER OF SERVICES FORM

| <i>(to be filled in by Bidder)</i> | | | | | | | | | | | | | | | | |
|---|---|---|------------------------------|-----------------------------|----------------------|--|--|-----------------------------------|------------------------------|-----------------------------|----------------------|--|--|--|------------------------------|-----------------------------|
| Bidder's full legal name | | | | | | | | | | | | | | | | |
| Authorized Representative of Bidder for evaluation purposes (e.g., clarifications) | Name | | | | | | | | | | | | | | | |
| | Title | | | | | | | | | | | | | | | |
| | Address | | | | | | | | | | | | | | | |
| | Telephone # | | | | | | | | | | | | | | | |
| | Fax # | | | | | | | | | | | | | | | |
| | Email | | | | | | | | | | | | | | | |
| Bidder's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i> | | | | | | | | | | | | | | | | |
| Bidder's GST/HST/QST number | | | | | | | | | | | | | | | | |
| Tax rate to be charged on any resulting standing offer | Specify percentage: _____ % | | | | | | | | | | | | | | | |
| Jurisdiction of Standing offer: 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 bid solicitation for a definition of "Former Public Servant". | <p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p> <hr/> <p>Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p> | | | | | | | | | | | | | | | |
| Federal Contractors Program for Employment Equity – Certification See the Article 1.1 in Part 5 of the bid solicitation for instructions. | Attach completed Attachment 1 to Part 5 - Certifications | | | | | | | | | | | | | | | |
| Security Clearance Level of Bidder i. Bidder's (Company) name and full address as they appear on the security clearance application: ii. Security clearance level granted and file number: | <p>i.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Designated Organization Screening (DOS)</td> <td style="width: 15%; padding: 5px;">Yes <input type="checkbox"/></td> <td style="width: 15%; 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. |
| Security Clearance Level of Bidder's Individual Resources <i>[add additional resources on another page, if required]</i> | |
| i. Name of Individual as it appears on security clearance application: | i. |
| ii. Level of security clearance obtained and expiry date: | ii. |
| iii. Security Screening Certificate and Briefing Form file number | iii. |
| <p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in Part 7 – Standing Offer and Resulting Contract clauses, included in the bid solicitation. | |
| Signature of Authorized Representative of Bidder | |
| | |

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

For access inside the Parliament Building only, the following conditions must be met at each call-up award:

1. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **SITE ACCESS status**, granted or approved by the Department of Canadian Heritage (PCH).
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCH.
3. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex "C".

For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

7.2 Security Requirements – Site Access Clearance (Inside Parliament Building)

7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the Standing Offer.

1. The Contractor/Offeror or personnel requiring access to sensitive work site(s) must EACH hold a valid **SITE ACCESS CLEARANCE**, granted or approved by PCH,
2. Subcontracts which contain security requirements are NOT to be awarded without prior written permission of PCH.
3. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex "C".

7.3 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.

7.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of award to **(to be determined at award of SO)** inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer in accordance with Annex "B" Basis of Payment.

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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Lynn Levesque
Procurement and Contract Specialist
Canadian Heritage
Contract and Materiel Management Directorate
Financial Management Branch
15 Eddy Street, 9th Floor (15-9-G)
Gatineau (QC) K1A 0M5
Telephone: 819-994-5119
Facsimile: 819-953-4133
E-mail address: lynn.levesque@canada.ca

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.

7.5.2 Project Authority

The Project Authority for the Standing Offer 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 will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Technical Authority

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Technical Authority is the representative of the department 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. The 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.

7.5.4 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

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

7.8 Call-up Procedures

Right of First Refusal

As more than one Standing Offer has been awarded for this requirement specified in the Statement of Requirements, in Annex "A", a request to supply equipment and labour will be sent in accordance with paragraph 7.8.1 of this clause to the first ranked contractor in the Contractors' order of ranking below. If that contractor confirms in writing that it is unable to supply equipment and labour as a result of previous commitments under one or more than one authorized Call-up, the request to supply equipment and labour will be forwarded to the next highest ranked contractor in the Contractors' order of ranking until another contractor in the ranking can perform the task. If no contractor in the ranking can supply the required equipment and labour, Canada reserves the right to acquire the equipment and labour by other means. A contractor in the ranking may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized Call-up and no request to supply equipment and labour will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to supply additional equipment and labour.

7.8.1 (To be completed at contract award) Standing Offers were awarded as a result of PCH bid solicitation number: 10140965. The Contractors' order of ranking is as follows:

Ranked first: _____

Ranked second: _____

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 Call-up Against a Standing Offer.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (applicable taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$2,000,000.00 (applicable taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

If there is a discrepancy between the wordings 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](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2015-09-03), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Requirements;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____.

7.13 Certifications

7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional 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.

7.13.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.13.3 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates

7.14 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.

7.15 Non-Standard Standing Offer Items

The Offeror must provide an equipment/price list or catalogue to provide Canadian Heritage with the ability to include other equipment not listed in Annex "B" Basis of Payment. The requirement for "non-standard" equipment shall not exceed 25% of the total value of each individual call-up.

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide two (2) copies of its equipment/price lists or catalogue including updates to the Project Authority. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

The Offeror will also indicate any rebate being offered on their regular prices for any equipment not listed in Annex "B" Basis of Payment and to be considered as "non-standard" equipment in the Standing Offer.

B. 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.

7.1 Statement of Requirements

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

Delivery of material and completion of the Work must be in accordance with the period identified in each resulting call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$ (***amount to be inserted each individual call-up***). Customs duties are included and Applicable Taxes are extra.

7.5.1 Basis of Payment – Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$400,000.00 per call-up. Customs duties and applicable taxes are included.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.2 Method of Payment – 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 Call-up Against Standing Offer 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.

7.6 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". 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 fulfill 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"

STATEMENT OF REQUIREMENTS

1. INTRODUCTION

The Department of Canadian Heritage (PCH) is seeking to establish up to two (2) Standing Offers with Offerors that will provide lighting equipment as well as the personnel required to install, operate and dismantle the lighting equipment. Said lighting equipment will be used at events in Ontario and Quebec, produced by PCH.

2. BACKGROUND, ASSUMPTIONS AND SPECIFIC SCOPE OF THE REQUIREMENT

The Capital Experience Branch of Canadian Heritage organizes three (3) major events annually: Canada Day, Christmas Lights across Canada and Winterlude. Stage lighting, and at times site lighting, is required to meet the needs of stage programming and to enhance the site and the experience.

The successful Offeror will:

- a) Provide the lighting, distribution, controls and the necessary technical labour to install, operate and maintain the lighting equipment for and during PCH events;
- b) Provide lighting design as required
- c) Supply the Project Authority with a list of proposed equipment and technical personnel for each call-up against the Standing Offer. Equipment and labour lists will be based on requirements provided to the Offeror by the Project Authority
- d) Provide support in all phases of the respective events; planning, implementation, running of the shows and removal
- e) Establish production schedules in collaboration with the Project Authority and the site Technical Authority
- f) Keep the Project Authority abreast of innovations and advancements within the event lighting industry

3. REQUIREMENTS

3.1 Tasks, Deliverables, Activities

The Offeror will participate in developing, planning and carrying out the activities described in this Statement of Requirements. The Offeror will work in collaboration with and under the direction of the Project Authority assigned by PCH.

3.1.1 Tasks

The Offeror will:

- a) Ensure the company has the required inventory in its current inventory, or has access to additional equipment through cross rental. Any cross rented equipment must have equivalent or greater technical specifications. No additional costs may be incurred by PCH for cross rented substitutions.
- b) Supply, deliver, install maintain, operate dismantle and transport the lighting equipment required by site and by event

- c) Supply all specialized personnel required to deliver, install, maintain, operate, dismantle and transport the Offeror's lighting equipment in accordance with the schedules established by the Project Authority, Technical Authority and the Offeror
- d) Supply general technicians who will be responsible for the installation, maintenance, and dismantling as required, of other related equipment not supplied by the Offeror but required for the production of the event including but not limited to additional PCH owned lighting equipment and video equipment.

3.1.2 Deliverables

- a) Consult the technical specification(s), supplied by the Project Authority 30 days before the event, for any given event and establish a list of the equipment to be supplied within 10 working days following the reception of the list. Inform the Project Authority of any discrepancy between the requested equipment and the equipment that will be supplied.
- b) Discrepancies must be communicated to the Project Authority within 5 days of receipt of the original requirement. Solutions and options will be found through discussion with the Offeror, Technical Authority and/or the Project Authority
- c) Establish patch lists (if required) for shows and events and connect equipment according to established lists.
- d) Coordinate and supervise the preparation of equipment before its delivery to the event site, ensuring that it is fully functional
- e) Establish the operational work schedule(s) based on the event schedules provided by the Project Authority. This work schedule will be used by the Offeror's team to execute the event in compliance with requirements established by the Project Authority.
- f) In order to ensure all deliverables are met some flexibility may be required in scheduling due to the nature of the events

3.1.3 Activities

- a) Supervise the Offeror's employees and/or subcontractors throughout the duration of the event
- b) Be capable of responding to emergency calls from PCH within a two (2) hour time frame throughout the entire production period of the event
- c) Be capable of delivering all missing equipment or responding to emergency requests within a three (3) hour time frame throughout the production period of the event

3.2 Technical, Operational and Organizational Environment

3.2.1 Technical Environment

- a) The majority of the equipment will be installed on temporary stages erected for the event. These stages will be contracted by PCH and will be installed and ready for the Offeror as per the supplied schedule for each event. The type of stage will be communicated to Offeror prior to the event.
- b) Other equipment may be installed in structures, areas, temporary facilities, tents or in or on other types of structures. The equipment will be mainly installed outdoors. At times it may be installed indoors.
- c) Canadian Heritage often uses its own equipment to complete proposed designs and to install in areas other than stages. In such cases, equipment belonging to PCH will be considered as part of the lighting system for the event, in addition to the equipment supplied by the Offeror. Said equipment will be installed, operated and removed by the Offeror.
- d) When PCH provides its own equipment to supplement that of the Offeror, PCH will work with the Offeror to ensure the technical specifications of the PCH owned equipment are available to the

Offeror. In certain cases PCH will send equipment to the Offeror in order to ensure technical compatability.

3.2.2 Operational Environment

- a) The operational environment is mostly an outdoor festival type, year round. There may be some interior requirements.
- b) PCH is responsible for staff shelter as well as front of house facilities.
- c) PCH is responsible for heating staff shelters and front of house facilities during cold weather usage.
- d) The Offeror is responsible for ensuring its equipment is protected from the elements and meets ESA regulations for Ontario and the equivalent regulations for Quebec or is rated to be used outdoors when used outside PCH provided shelters.
- e) PCH may be able to provide supplemental heating to protect the Offeror's equipment. Requests for supplemental heating to protect the Offeror's equipment must be submitted with the final equipment list as provided by the Offeror.
- f) The Offeror is responsible for ensuring that its staff and subcontractors are aware of the environmental conditions and that they are dressed accordingly.

3.2.3 Organizational Environment

Every effort will be made to centralize the communication through the Project Authority. In some instances the Technical Authority will be the point of contact. The Offeror will be advised of any changes in the lines of communication.

Canadian Heritage will determine the dress code for personnel assigned to a particular event. The Offeror is responsible for supplying the appropriate clothing. For example in the case of protocol events, technicians will wear clean, black trousers and a black golf style polo shirt with no apparent logo.

A protocol event is one in which there are high ranking VIP's or an event that carries a certain amount of reverence.

3.3 Method and Source of Acceptance

3.3.1 Offeror initial review

- a) Offeror will consult the technical specifications, supplied by the Project Authority for any given event and establish a list of the equipment to be supplied within 10 working days following the reception of the list.
- b) Inform the Project Authority of any discrepancy between the requested equipment and the equipment that will be supplied.
- c) Provide options and solutions. Solutions and options will be found through discussion with the Offeror, Technical Authority and/or the Project Authority.

3.3.2 Review initial list with the technical team to ensure all requirements are met

- a) Review period to take no longer than 5 business days.
- b) Contractor will be informed of possible changes/deficiencies. All changes/deficiencies must be resolved within 48 hours.

3.3.3 Review lighting plans, rigging plans and installation methodology

- a) Review period to take no longer than 5 business days.

- b) Contractor will be informed of possible changes/concerns. All changes/concerns must be resolved within 48 hours.

3.3.4 Quality control

- a) The Technical Authority and/or the Project Authority will be on site during installations to ensure that the equipment on site matches that of the approved list and that the equipment is being installed as per the approved plans. The Technical Authority and/or the Project Authority will also ensure that health and safety regulations are being respected.
- b) Once the installation has been completed, ESA will inspect all electrical distribution (Ontario sites). The Offeror will resolve any and all deficiencies as soon as possible. The Offeror is responsible for arranging the ESA inspection.
- c) Prior to the start of programming, the lighting rig shall be "flashed" to ensure that the rig has been patched properly and according to the approved lighting design. All troubleshooting will be completed prior to start of programming.

3.3.5 Programming

- a) The majority of the programming will be left up to the lighting designer and board operator with guidance from the PCH Technical Authority.

3.3.6 Rehearsals

- a) Rehearsals are generally the day before the show.
- b) The Offeror will supply a team according to the approved schedule.
- c) The requirements may change following the establishment of the schedule. Change discussions will take place between the Technical Authority and the Offeror.

3.3.7 Operation

- a) Operation to follow the established schedule. The requirements may change following the establishment of the schedule. Change discussions will take place between the Technical Authority and the Offeror.

3.3.8 Ongoing maintenance

- a) The Offeror will be required to ensure that its equipment and any PCH equipment used in the show are verified for functionality
- b) The Offeror is to replace, at no charge to PCH, any of its equipment that does not function at 100%.
- c) In case of non-functioning PCH equipment, the Offeror will provide the labour to remove and reinstall said equipment. Any costs to be incurred must be approved by PCH in advance of the work being performed.
- d) Replacement equipment will be provided by the Technical Authority

3.3.9 Removal of Offeror owned equipment

- a) The Offeror will remove its equipment according to the approved schedules.
- b) The Offeror will assume all responsibility for its equipment. Equipment that is damaged through no fault of PCH or its contractors shall be the sole responsibility of the Offeror.

3.3.10 Removal and return of PCH owned equipment

- a) The Offeror will remove and pack all PCH owned equipment installed by the Offeror.
- b) PCH will transport all PCH owned equipment to and from the sites.

3.4 Project Management Control Procedures

3.4.1 Project Control Procedures

The project controls for each event and the individual sites within each event must include:

3.4.1.1 Budget

A budget, by Event and Site will be established in order to manage the cost baseline. The budget will be established using the prices provided in Annex "B" Basis of Payment and the equipment/price list or catalogue supplied by the Offeror as part of this Standing Offer. The primary purpose of the budget estimate is to establish a baseline cost to create the Call-up Against Standing Offer.

3.4.1.2 Change Management System

This provides the means to control the project costs and schedules by early identification of changes to the original scope so that a timely review can be conducted and any changes to a call-up can be completed in a timely manner.

It is important that all financial amendments have been approved prior to the work taking place and prior to invoicing.

Change initiated by PCH

- a. Identification of the revised requirement provided by the Project Authority;
- b. Communicate the new requirement to the Offeror;
- c. Request for feasibility and quote by the Offeror for a revised requirement;
- d. At the time of providing an estimate for a revised requirement, the Offeror will inform the Project Authority of any effects the new requirement may have on the established schedule;
- e. An approval to proceed will be provided by the Project Authority if the revised requirement does not affect the total estimated cost as submitted by the Offeror;
- f. If the new estimate for the revised requirement exceeds the submitted cost, the Project Authority will need to go through an amendment process with the Contracting Authority to increase the value of the call up against the Standing Offer.
- g. Once the amendment has been completed, PCH will issue an approval to proceed
- h. The Offeror will need to reflect the revised equipment in the final invoice.

Change initiated by the Offeror

- a. Identification of the required change by the Offeror
- b. Communication of the required change to the Project Authority
 - Identify the issue
 - Identify the steps to remedy the issue
 - Identify costs, if any, to remedy the issue
 - Identify schedule impacts
 - Provide quote for remedy
- c. The Project Authority will provide a decision on the proposed change in an efficient and timely fashion while ensuring not to compromise the project schedule.
- d. The Project Authority may ask for another, or a modified solution, based on Offeror proposal

- e. If the change is required due to a fault of the Offeror or its suppliers PCH will not incur additional charges
- f. The Project Authority will issue an approval to proceed as soon as the amendment is approved by the Contracting Authority

3.4.1.3 Close Out

- a. Invoicing must be compiled by event site and must be broken down by labour costs and by equipment costs.
- b. Include a detailed breakdown of labour costs incurred throughout the event and provide time sheets.
- c. Invoices must be provided to the Project Authority for review and approval prior to submission for payment.

4 ROLES AND RESPONSIBILITIES

4.1 PCH's Obligations

Canadian Heritage is responsible for the conception, production and management of all events.

- a. Maintain constant liaison with the Offeror to establish and revise procedures to enable the latter to complete the work
- b. Supply, either directly or through a third party, the infrastructure required for installing the lighting equipment (stages, floors, tents etc.). This may not necessarily include all the trussing.
- c. PCH will have a lead role and will have a shared responsibility in regards to safety on site. Site safety will include public safety, worker safety and contractor safety. Health and Safety codes of the respective province will be followed and applied. This does not relieve the Offeror, its staff or sub-contractors, from conforming to all applicable safety regulations.
- d. Make the final decision on all technical questions and schedules.
- e. Identify a technical coordinator who will maintain liaison with the Offeror throughout the execution of the work.
- f. Administering the Standing Offer and resulting call-ups against the Standing Offer between PCH and the Offeror.
- g. Coordinating all technical elements of the production.
- h. Coordinating the installation of stages, dressing rooms, electrical services and installations in the production areas.
- i. Supervising and coordinating the installation of lighting, sound, video and all other technical equipment.
- j. Compiling and distributing performers' technical specifications and all pertinent event related information.
- k. Writing production schedules, including the equipment set-up and dismantling schedule, in collaboration with the Offeror.
- l. Ensuring communication between PCH and other various contractors that may be on the site at the same time.
- m. Approving all changes that have an impact on the budget.
- n. Obtaining the necessary passes and other authorizations (site access, parking, traffic)
- o. Supervising operations to achieve objectives, quality and safety standards, in compliance with policies established by PCH and the Government of Canada.
- p. Identify a Stage Manager when required.

The Stage Manager will be responsible for the following:

- a. Managing the running of shows and events
- b. Preparing cue sheets
- c. Briefing the technical team assigned to the show
- d. Supervising set changes

4.2 Offeror's Obligations

Appoint a representative having the knowledge required to execute the contract and act on the Offeror's behalf. This person will be responsible for the following:

- a. Ensure liaison between the Project Authority and the Offeror (work schedule, equipment list etc.)
- b. Attend preparatory meetings at the Project Authority's request.
- c. Submit documentation based on call ups within 5 working days of all requests to confirm availability of equipment and personnel
- d. Supervise the Offeror's on-site personnel.
- e. Deal with technical problems that arise, inform PCH technical coordinator of these problems and provide solutions as quickly as possible in accordance with section 3.4.1.2 Change Management System.
- f. Develop a safety plan for the installation, operation and removal based on the Occupational Health and Safety Act of the province where the work is being performed. This will include but is not limited to, installation, operations and removal zones, schedules and public access zones.
- g. Identify the need for: restricted access areas and schedules, cable management requirements (cable mats and Universal Access Cable mats or other means of mitigating hazards caused by cables) and address any other identifiable risks directly attributable to the Offeror's work.
- h. Identify risks and prepare a mitigation plan.
- i. It is the responsibility of the Offeror to ensure that all equipment specified with perform as specified under the conditions required. This includes but is not limited to: weight load limits, electrical load limits, environmental conditions and any other condition that may place staff or members of the public at risk.
- j. Ensure safety practices are followed on site(s) by providing the Offeror's technical crew with safety guidelines based on the requirements set forth in the Occupational Health and Safety acts of the province where the work is being performed.
- k. Supply the necessary safety equipment and Personal Protective Equipment (PPE) as directed by the Act of the province of the site where the work is being performed as well as any additional safety equipment reasonably identified by the Offeror or PCH.

4.3 Other Obligations

- a. The Offeror must respect the general guidelines set out by PCH and use the aforementioned equipment in the correct way.
- b. The Offeror is responsible for identifying and implementing any additional measures that are deemed necessary to protect the safety of all persons on site.
- c. The Offeror must ensure that its technicians are properly trained in the use of the equipment and that they possess the proper certifications to use said equipment, to work at height or for any other task that requires certifications. Copies of certifications are to be emailed to PCH prior to the commencement of work on site.
- d. In an effort to promote "Greening" the Offeror is asked to make every effort to limit the amount of trips to and from its storage depot to the respective sites and to, as much as possible, minimize the carbon footprint.
- e. The Offeror is responsible for the delivery and return of all its equipment. Lost or missing equipment will be the sole responsibility of the Offeror and its staff.

5. LOCATION OF WORK, WORK SITES, DELIVERY POINTS AND OTHER EVENTS

The location of Work, Work Sites, and Delivery Points will be defined in the Statement of Work that will accompany each call-up. Site may be anywhere within the National Capital Region.

For reference the Capital Experience Branch of PCH produces three major events annually.

Winterlude: with sites at Confederation Park and Rideau Canal Skateway in Ottawa and Jacques Cartier Park in Gatineau.

Canada Day: with sites on Parliament Hill and Major's Hill Park in Ottawa and Jacques Cartier Park in Gatineau.

Christmas Lights Across Canada Ceremony on Parliament Hill.

Other sites, locations and events will be defined on an as needed basis. For such events the cost of equipment and personnel shall be based on the prices in the Offeror's original submission which will form part of the resulting Standing Offer as Annex "B" Basis of Payment.

6. SPECIAL REQUIREMENTS

Licences, Certifications and Permits

The Offeror shall ensure that all equipment used at PCH events complies with the appropriate approvals and comes bearing a recognized listed mark meeting Canadian electrical and EMC standards required by various government levels (CSA, ULC, ETLC, TUV c, ESA (Electrical Safety Authority in Ontario) etc.)

The Offeror shall obtain and assume the cost of all necessary inspections of its equipment, installations, connections, or other, when applicable. The Offeror is responsible for scheduling the ESA (in Ontario) inspection of its own equipment and/or installations. Replacement of any non-conforming equipment and/or installations will be at the Offeror's expense and in accordance with established deadlines and ESA recommendations or ESA approved solutions.

The PCH Technical Authority will be the site contact; the Offeror will need to advise the Technical Authority of the date and time of the inspection.

The Offeror shall be responsible for obtaining all permits needed to carry out its functions and will be required conform to all applicable municipal, provincial (Quebec, Ontario) and federal laws.

8. PROJECT SCHEDULE

The Project Schedule will be defined in the Statement of Work that will accompany each call up against the Standing Offer. The Technical Authority will work with the Offeror to ensure the schedule will allow for all needs an obligations to be fulfilled.

9. REQUIRED EQUIPMENT AND RESOURCES

The Offeror must be capable supplying the equipment and personnel defined in Appendix 1

PCH is looking for high quality components for: control, programming, rigging, lighting fixtures, rigging and electrical distribution from the list of approved manufacturers below. If, at the time of supply, the Contractor presents equipment from an alternate manufacturer which PCH deems to be of inferior quality, the Department reserves the right to refuse such equipment and to source accepted equipment from another supplier if the Contractor cannot meet the requirement.

Altman
Arcofab
Avolites
Chauvet
Christie
Clay Paky
Columbus MacKinnon
DTS
Elation Lighting
Electronic Theatre Controls (ETC)
High End Systems
Ivanhoe
Jands
Leprecon Lighting
LEX
Lycian
MA Lighting
Martin Professional
MDG
Philips Color Kinetics
Prolyft
Prolyte
Robert Juliat
Show Distribution
Skjonberg
Syncholite
Theatrinx
Thomas Engineering/Tomcat
Vari Lite

Appendix 1

Descriptions and Definitions of Equipment and Service Personnel

Stream 1: Lighting Fixtures

CATEGORY 1A: CONVENTIONAL FIXTURES

Par 64:

A Parabolic Aluminized Reflector lamp will include sealed beam 1000 watt incandescent bulb and housing containing all electrical connections. The fixture must be fitted with a yoke for focus, a clamp for suspension, clips that may securely fit frames for coloured gels and diffusion, and a loop of galvanized aircraft cable and clip for safety. Lamps should be available with Very Narrow Spot, Narrow Spot, Medium and Wide Flood lenses.

Par 64 Bar of 6:

This shall consist of 6 Par 64 fixtures fitted evenly spaced to a pipe between 7'6" and 8' in length. The pipe shall be fitted with a Socapex connector to provide power to the fixtures and with appropriate clamps for suspension.

Par 575/750:

A "Parcan" type fixture housing using a single type of HPL lamp rated at 575 watts or 750 watts and interchangeable Very Narrow Spot, Narrow Spot, Medium and Wide Flood lenses. The fixture must be fitted with a yoke for focus, a clamp for suspension, clips that may securely fit frames for coloured gels and diffusion, and a loop of galvanized aircraft cable and clip for safety.

Par 575/750 Bar of 6:

This shall consist of 6 Par 575/750 fixtures fitted evenly spaced to a pipe between 7'6" and 8' in length. The pipe shall be fitted with a Socapex connector to provide power to the fixtures and with appropriate clamps for suspension.

Ellipsoidal Reflector Spotlight:

Commonly referred to as a LEKOLight or simply LEKO. This fixture shall be available fitted with either a 575 watt or 750 watt HPL bulb and a range of lenses from 5 degrees to 50 degrees available either as a zoom lens or user replaceable fixed lenses. The fixture must be fitted with a yoke for focus, a clamp for suspension, clips that may securely fit frames for coloured gels and diffusion, and a loop of galvanized aircraft cable and clip for safety. The fixture must have a slot to fit a metal or glass gobo and a slot to fit a removable iris.

Fresnel Fixture:

A theatrical lantern fitted with a Fresnel type lens. The fixture shall have an adjustable focus from narrow (spot) to wide (flood). The fixture must be fitted with a yoke for focus, a clamp for suspension, clips that may securely fit frames for coloured gels, diffusion and barn doors, and a loop of galvanized aircraft cable and clip for safety. The fixture shall be shipped with barn doors. Fixture shall be available in 500 watt, 1000 watt and 2000 watt versions.

CATEGORY 1B: LED COLOUR CHANGING FIXTURES

All LED fixtures must be capable of Red Green and Blue colour mixing under DMX control at a minimum. PCH conducts events year round outdoors under all weather conditions. All LED fixtures proposed in this section must be IP rated for outdoor use under all conditions.

Wall Wash Fixture:

Commonly called a Cyc Light or Batten such fixtures are commonly used for lighting walls, curtains, backdrops and cycloramas. Where external power supplies are needed the cost of such power supplies shall be included in the rental cost of the fixture. Fixtures shall be capable of floor or suspension mounting. PCH shall request floor or suspension mounting at time of booking.

Wall Wash Fixtures shall be available in 12", 48" and 72" sizes.

For 12" a minimum output of 800 lumens is required.

For 48" a minimum output of 3000 lumens is required.

For 72" a minimum output of 5000 lumens is required.

Par Fixture:

Performing the same function as a conventional Parcan fixture proposed fixtures must [support](#) DMX control as well internal programs with user definable colours and fade/timing profiles. The fixture must be fitted with a yoke for focus, a clamp for suspension and a loop of galvanized aircraft cable and clip for safety.

CATEGORY 1C: MOVING LIGHTS

Moving Lights (sometimes referred to as "Intelligent Lights") are lighting fixtures fitted with motors that can, through DMX protocol, control the pan and tilt positions that can be changed during a performance by remote control.

Sub-category 1.1C: Profile (Spot) Fixture

A profile or spot fixture is an effect fixture which is used to create effects with still and rotating gobos. These effects may have hard or soft edges with the use of zoom and focus control. Proposed fixtures may use Arc Lamp or LED light sources.

Small Fixture:

175 watt to 375 watt fixture

A small profile (spot) fixture shall have the following technical features:

Zoom control with minimum 10 degrees of zoom

Focus control

Minimum of 8 gobo position with at least 4 rotating gobos

Minimum 8 position colour wheel (one may be open white) or CYM color mixing system

Strobe effect

Medium Fixture:

400 Watts to 800 watts

A medium profile (spot) fixture shall have the following technical features:

Zoom control with minimum 10 degrees of zoom

Focus control

Minimum of 12 gobo positions with at least 4 rotating gobos

Minimum 8 position colour wheel (one may be open white) and CYM color mixing system

Strobe effect

Prism effect

Large Fixture:

850 Watts to 1500 watts

A large profile (spot) fixture shall have the following technical features:

Zoom control with minimum 15 degrees of zoom

Focus control

Minimum of 12 gobo positions with at least 4 rotating gobos

Minimum 8 position colour wheel (one may be open white) and CYM color mixing system

Strobe effect

Prism effect

Sub-category 1.2C: Beam Fixture

A beam fixture is an effect fixture which is used to create tight beam "laser type" effects with hard edges and a beam angle between 0 degrees and 5 degrees (may be fixed or variable).

Proposed fixtures may use Arc Lamp or LED light sources.

Small Fixture:

175 watt to 375 watt fixture

A small beam fixture shall have the following technical features:

Minimum of 8 gobo position with at least 4 rotating gobos

Minimum 8 position colour wheel (one may be open white) or CYM color mixing system

Strobe effect

Prism effect

Medium Fixture:

400 Watts to 800 watts

A medium beam fixture shall have the following technical features:

Minimum of 8 gobo positions with at least 4 rotating gobos

Minimum 8 position colour wheel (one may be open white) and CYM color mixing system

Strobe effect

Prism effect

Large Fixture:

850 Watts to 1500 watts

A large beam fixture shall have the following technical features:

Beam angle between 0 degrees and 5 degrees (may be fixed or variable)

Minimum of 8 gobo positions with at least 4 rotating gobos

Minimum 8 position colour wheel (one may be open white) and CYM color mixing system

Strobe effect

Prism effect

Sub-category 1.3C: Wash Fixtures

A wash fixture is a soft edge fixture used for large area lighting.

Arc Lamp Fixtures

Fixtures in this category are illuminated by an arc lamp source. This category is divided into 3 sub-categories based on the rated output of the arc source.

Small Fixture:

175 watt to 375 watt fixture

A small wash fixture shall have the following technical features:

Zoom control with minimum 30 degrees of zoom

CYM colour mixing

Built in frost filter
Strobe effect

Medium Fixture:

400 Watts to 800 watts

A medium wash fixture shall have the following technical features:

Zoom control with minimum 30 degrees of zoom

CYM colour mixing

Built in frost filter

Strobe effect

Beam Shaping

Large Fixture:

850 Watts to 1500 watts

A wash fixture shall have the following technical features:

Zoom control with minimum 30 degrees of zoom

CYM colour mixing

Built in frost filter

Strobe effect

Beam Shaping

CTO Filter

LED Wash Fixtures

Fixtures in this category are illuminated by an LED lamp source. This category is divided into 3 sub-categories based on the rated output of the fixture measured in lumens.

All fixtures in this category must be fitted with RGBW LEDs

Small Fixture:

3500 Lumens-5500 Lumens

A small wash fixture shall have the following technical features:

Zoom control with minimum 25 degrees of zoom

Strobe effect

Colour temperature correction

Medium Fixture:

5600 lumens-10,000 lumens

A medium wash fixture shall have the following technical features:

Zoom control with minimum 25 degrees of zoom

Strobe effect

Colour temperature correction

Large Fixture:

10,500 lumens and above

A wash fixture shall have the following technical features:

Zoom control with minimum 25 degrees of zoom

Frost emulation

Strobe effect

Colour temperature correction

CATEGORY 1D: FOLLOW SPOTS

Follow spots are used to highlight performers on stage and their direction and beam is controlled by the operator. All follow spots must be equipped with a stand and yoke, at least 5 replaceable colour selections, shutter/dowser and iris.

Follow spots will be defined by the rated wattage of the lamp source.

CATEGORY 1E: ATMOSPHERE EFFECTS

Foggers and hazers are used to create effects on stage either as an effect simulating smoke or to as a way of enhancing the effect of the light beams. All foggers and hazers shall be DMX controllable and will be shipped with a full tank of fluid and a fan.

Stream 2: Rigging and Structure

CATEGORY 2A: TRUSSES

For the purposes of this document *TRUSS* shall be taken to be structural systems used in the entertainment industry to support a variety of systems including but not limited to lighting fixtures, video screens, speakers, sets and special effects. The truss components shall be available in a variety of dimensions as laid out below.

PCH is seeking only square box-type truss. Truss systems may be assembled using bolts, pins or sleeve-type systems. In a case where bolts are to be used bolts must be 5/8 inch Grade 8 rated bolts. The dimension of truss components shall be measured as follows:

Width:

The width of the section of truss shall be measured at the widest outside dimension across the end face of the truss component where it is joined or connected to another truss component of the same size.

Length:

In the case of truss assembled using bolts or sleeves to join components the length of the section of truss shall be measured end to end from the end of the horizontal chord (upper or lower) at the point where it is joined or connected to another truss component of the same size.

In the case of truss assembled using pins inserted through interconnecting slots at the ends of the truss component, the length of the section of truss shall be measured from the centre of the pin hole at one of the horizontal chord to the centre of the pin hole at the opposite end of the horizontal chord.

Curved Truss:

A curved truss shall be measured at the outside diameter if the truss sections are assembled into a complete circle.

Truss base:

A plate designed to be placed on a horizontal surface to support a truss structure vertically.

Note: It is the responsibility of the Offeror to ensure that any system designed or submitted through PCH in use of this Standing Offer is compliant with the safe use of the supplied truss. Offer shall review all designs and recommend changes where truss systems are overloaded or otherwise being used outside of their rated capacity.

CATEGORY 2B: TAILDOWN

A Taildown is a pipe suspended vertically from a truss or other structure onto which lighting fixtures may be attached in the vertical plane. The taildown is defined by the vertical length of the pipe.

CATEGORY 2C: GROUND SUPPORT EQUIPMENT

Ground support equipment is commonly used in the entertainment industry to lift and/or support structures and equipment. It may be used to support equipment used in an event or may be used to lift equipment into place and will be removed for the event.

Stands

14 foot Push-up stand:

A tripod stand with extendable sections reaching a minimum of 14 feet. Sometimes called a Hollywood stand it shall have a fitting at the top to accept a single fixture on a spigot and shall come with a single chessborough on a spigot to fit a pipe if needed.

16 foot crank stand:

This is a four legged stand with a crank/winch system to lift equipment up to 16 feet in height. Load shall be carried on the top of the stand and shall be fitted with a bracket to attach either pipe or 12 inch box truss. The stand shall be capable of lifting a minimum of 400 lbs.

24 foot crank stand:

This is a four legged stand with a crank/winch system to lift equipment up to 24 feet in height. The stand shall be fitted with forks for lifting and securing equipment. The stand shall be capable of lifting a minimum of 600 lbs.

Pipe

1.5 inch (1.9 inch outside diameter) Schedule 40 or Schedule 80 steel pipe that is threaded at the ends to be fitted vertically to base.

Base for pipe:

A flat base with a threaded hole in the centre to accept Schedule 40 or Schedule 80 steel pipe. Pricing should be given per linear foot.

CATEGORY 2D: MOTORS AND HOISTS

Motors and hoists are used for lifting truss and equipment to height above a stage or other performance space.

A motor is a lifting device fitted with an electric motor for lifting. Electric motors will require power distribution and control.

A hoist or chainfall is a manual lifting device requiring the user to pull a chain to lift.

Stream 3: Control Consoles and Power Distribution

A control console transmits a DMX signal to dimmers, lighting fixtures and other systems.

CATEGORY 3A: CONVENTIONAL CONSOLE

Conventional consoles will generally be used for the control of convention (non-moving or colour changing fixtures) through DMX signal transmitted to a dimmer. They will transmit DMX as a single channel per fader or by grouping multiple channels to a single fader. All consoles in this category should have a two scene pre-set mode, programmable cues and chases. A conventional console may be used to control colour changing fixtures.

CATEGORY 3B: MOVING LIGHT CONSOLE

Moving light consoles will be able to control conventional as well as moving fixture and colour changing LED fixtures.

Moving light consoles shall have pre-set and user programmable effects, rotary encoders for moving lights and the ability at accept time code control either as MIDI or Longitudinal (SMPTE) Time Code.

CATEGORY 3C: DIMMERS

A dimmer supplies electricity in to conventional fixtures and accept DMX control of levels from conventional or moving light consoles. Dimmers are defined by the number of channels. A channel is an individual electrical circuit.

In dimmers under 12 channels circuits may be 1.2 Kilowatts or 2.4 Kilowatts.

In dimmers over 12 channels all circuits must be 2.4 Kilowatts.

Dimmers shall be fitted with electrical receptacles compatible with the Offerer's conventional fixtures.

CATEGORY 3D: ELECTRICAL DISTRIBUTION

Distribution modules provide alternating current at 120 or 208 volts for moving lights, LED fixtures and any other equipment not requiring dimming control. Distribution modules are defined by the number of individual circuits available and at what voltage.

All modules will come packaged with all required equipment and processing to function as required.

CATEGORY 3E: SIGNAL DISTRIBUTION

Signal distribution is a module which will send a DMX signal from a single input from a lighting console to multiple fixture, dimmers or other receivers.

Stream 4 - Technical Positions and Employment Standards

PERSONNEL FOR SHOW SUPPORT AND OPERATION

All personnel required for the installation, operation and the removal of equipment for the events listed above and any other events PCH produces will be part of this service agreement.

Personnel will be identified for every call based on operational needs. Those needs will be confirmed 15 days in advance. Such needs could consist of a single technician to a full production crew to install, operate and remove large scale productions.

Offeror must be able to fill the positions laid out below with personnel who have qualifications and experience to fulfill the duties of the position for which they are nominated.

Assigned personnel will include all necessary functions staffed for the seamless operation of a live indoor or outdoor event. This could include, but is not limited to, general labourers, riggers, stage hands, systems engineering technicians, and front of house operators.

TECHNICAL PERSONNEL FUNCTION DESCRIPTIONS

CATEGORY 4A: GENERAL TECHNICIANS

Sub-category 4.1A: (GT) General Technician

All persons in this position shall be able to execute the following tasks and responsibilities:

- Install all types of equipment used in the production of a show
- Perform demanding manual labour (lifting heavy equipment, pushing and pulling equipment)
- Work outdoors in difficult climatic conditions
- Hold a valid certificate for using fall arrest equipment
- Work at heights of less than 10 feet
- Install and use all support systems
- Install and connect all equipment
- Handle all equipment safely

Sub-category 4.2A: (GTC) General Technician – Climbing and Focus

All persons in this position shall be able to execute the following tasks and responsibilities:

- Perform GT tasks
- Climb to heights of up to 40 feet on a ladder, a lighting truss, a scaffolding structure, etc.
- Use fall protection equipment, harness, etc. safely (certification required)
- Carry out focus for all types of lighting

Sub-category 4.3A: (GTF) General Technician – Follow Spot Operator

All persons in this position shall be able to execute the following tasks and responsibilities:

- Perform GT tasks
- Climb to heights of up to 50 feet in a scaffolding type structure or lift
- Use fall protection equipment, harness, etc. safely (certification required)
- Operate a follow spot

CATEGORY 4B: (CE) CHIEF ELECTRICIAN

All persons in this position shall be able to execute the following tasks and responsibilities:

- Ability to read and interpret the lighting plans, patch sheets and other relevant documents
- Knowledge of temporary electrical installations and show industry best practices and standards
- Efficient use of diagnostic tools (DMX tester, multimeter, etc.)
- Capacity to resolve problems efficiently and rapidly (troubleshooting)
- Capacity to work with little or no supervision
- Carry out the installation, hook up, start up and troubleshooting of a complex lighting system composed of conventional lighting systems, LED lighting systems, moving luminaires, several DMX universes, more than one console, etc.
- Coordinate and supervise the work of a team of more than four persons
- Organize the work efficiently among team members
- Issue safety instructions regarding the use of fall protection equipment

Ideally, all persons in this position should possess and be able to demonstrate the following expertise:

- In-depth knowledge of electrical codes,(Ontario & Quebec) particularly as they apply to temporary installation standards
- Certification for the use of motorized hoisting equipment
- Capacity to work under pressure

CATEGORY 4C: (LO) LIGHTING OPERATOR

All persons in this position shall be able to execute the following tasks and responsibilities:

-
- Coordinate the installation, focus, patch and verification of the lighting system
- Program the lighting console according to the event requirements
- Understand and comply with instructions relating to the running of a show (lighting plan, cue sheet)
- Supervise the work of a team large enough to meet the requirements
- Interact with the client, stage manager, or performer to resolve production-related problems
- Provide creative suggestions to improve the product quality and spectator experience.
- Perform minor maintenance on moving luminaires (replacing gobos, cleaning, troubleshooting)
- Operate a lighting system composed of an unlimited number of conventional, LED and moving luminaires and follow spots
- Creative and efficient use of moving luminaires
- Knowledge of programming techniques related to moving luminaires and mixed lighting systems (pallets, positions, etc.)
- Use the advanced functions of lighting consoles

Ideally, all persons in this position should possess and be able to demonstrate the following expertise:

- Excellent knowledge of the console used
- Solid knowledge of show lighting principles and techniques applying to various types of artistic presentations (music, theatre, dance, etc.)
- Ability to adapt to different musical genres and artistic interpretations
- Ability to work with little or no supervision
- Ability to work under pressure
- Ability to work in difficult climatic and environmental conditions
- Vast knowledge and experience in running all types of events, particularly outdoor shows

OTHER PERSONNEL

CATEGORY 4D: (HRG) HEAD RIGGER

All persons in this position shall be able to execute the following tasks and responsibilities:

- Perform the complete installation of a hoist system (motor or chain hoists) efficiently and safely conforming to industry standards
- Hold a valid certificate for using fall arrest equipment
- Install and use fall protection equipment
- Perform demanding manual labour (lifting, pushing, pulling, etc.)
- Work at heights
- Be certified and recognized in the industry
- Hold a valid certificate for operating motorized hoisting equipment
- Coordinate a team of riggers
- Ensure a clean, safe work area
- Provide a safety plan for the rig installation, operation and removal

CATEGORY 4E: (RG) RIGGER

All persons in this position shall be able to execute the following tasks and responsibilities:

- Perform the complete installation of a hoist system (motor or chain hoists) efficiently and safely conforming to industry standards
- Hold a valid certificate for using fall arrest equipment
- Install and use fall protection equipment
- Perform demanding manual labour (lifting, pushing, pulling, etc.)
- Work at heights
- Be certified and recognized in the industry
- Ensure a clean, safe work area

CATEGORY 4F: (LD) LIGHTING DESIGNER

All persons in this position shall be able to execute the following tasks and responsibilities:

- Design show, event or site lighting to take account of programming requirements and the budget allocated for implementing the concept
- Design a lighting plan consisting of all information required for implementing the proposed concept (list of luminaires and gels, focus plan, patch list, cue sheet, etc.). Suggested software programs are: WYSIWYG, Vector Works (provide .dwg file), LD Assistant (provide .dwg file)
- Coordinate on-site implementation of the concept
- Direct the lighting focus and programming

All persons in this position should be current in the latest lighting trends, technologies, video trends and lighting equipment and should possess and be able demonstrate the following expertise and skills:

- Vast experience in designing lighting for outdoor events
- Strong artistic sense

ANNEX "B"

BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for the rental of equipment and Work performed pursuant to the Statement of Requirements and each Call-up, as applicable.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable taxes extra.

NOTE: Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide two (2) copies of its price lists and/or catalogue and updates to the Project Authority. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

The Offeror will also indicate any rebate being offered on standard prices for all items not included in the tables provided below, which will be included in the Standing Offer as "non-standard" items.

Stream 1: Lighting Fixtures

Pricing Grids

Offeror will complete the grid below with pricing for each type of fixture. Offeror may add additional columns or rows as needed. Offeror may propose more than one fixture model per category. Offeror may create their own grid but must use the format below and include at a minimum the columns laid out below. Please complete the grids for each of the firm years (2016 and 2017) and each of the two option years (2018 and 2019).

Category 1A: Conventional Fixtures

| Fixture Type | Period | Day | Subsequent day | Week | Subsequent Week | Month |
|-------------------------|--------|-----|----------------|------|-----------------|-------|
| Par 64 | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Bar of 6 Par 64 | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Par 575/750 | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Bar of 6 Par 575/750 | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Ellipsoidal Spot (Leko) | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

| | | | | | | |
|-------------------|------|--|--|--|--|--|
| Fresnel 500 watt | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Fresnel 1000 watt | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Fresnel 2000 watt | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Category 1B: LED Colour Changing Fixtures

| Fixture Type | Period | Day | Subsequent day | Week | Subsequent Week | Month |
|---------------|--------|-----|----------------|------|-----------------|-------|
| Wall wash 12" | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Wall wash 48" | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Wall wash 72" | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Parcan | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Category 1C: Moving Lights

Sub-category 1.1C: Profile (Spot) Fixture

| Fixture Type | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|--------------------|--------|----------------|-----|----------------|------|-----------------|-------|
| Small (175w-375w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Medium (400w-800w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |

| | | | | | | | |
|--------------------|------|--|--|--|--|--|--|
| | 2019 | | | | | | |
| Large (850w-1500w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Sub-category 1.2C: Beam Fixture

| Fixture Type | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|--------------------|--------|----------------|-----|----------------|------|-----------------|-------|
| Small (175w-375w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Medium (400w-800w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Large (850w-1500w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Sub-category 1.3C: Wash Fixture (Arc Lamp)

| Fixture Type | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|--------------------|--------|----------------|-----|----------------|------|-----------------|-------|
| Small (175w-375w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Medium (400w-800w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Large (850w-1500w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Sub-category 1.4C: Wash Fixture (LED)

| Fixture Type | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|--------------|--------|----------------|-----|----------------|------|-----------------|-------|
| Small (3500- | 2016 | | | | | | |

| | | | | | | | |
|--------------------------------------|------|--|--|--|--|--|--|
| 5500 lumen) | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Medium (5600-10,000 lumen) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Large (10,500 lumen and above) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Category 1D: Follow Spot

| Fixture Type | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|---------------------|--------|----------------|-----|----------------|------|-----------------|-------|
| Small (575w-800w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Medium (850w-1250w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Large (1250w-3000w) | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Follow spot Chair | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Category 1E: Atmosphere Effects

| Effect Type | Period | Make and Model | Day | Subsequent Day | Week | Subsequent Week | Month |
|-------------|--------|----------------|-----|----------------|------|-----------------|-------|
| Fogger | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| Hazer | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |

| | | | | | | | |
|--|------|--|--|--|--|--|--|
| | 2019 | | | | | | |
|--|------|--|--|--|--|--|--|

Stream 2: Rigging and Structure

Category 2A Trusses

Sub-category 2.1A: 12" width truss

| Straight Truss Length (ft) | Period | Day | Subsequent Day | Week | Subsequent Week | Month |
|---|--------|-----|----------------|------|-----------------|-------|
| 1ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 2ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 4ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 6ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 8ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Curved Truss (per section) Outside Diameter (ft) | | | | | | |
| 12 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 18 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Corner and Hub | | | | | | |
| 6 way corner | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |

| | | | | | | |
|----------------|------|--|--|--|--|--|
| | 2019 | | | | | |
| 6 way hub | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 1.4 Truss Base | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Sub-category 2.2A: 16" width truss

| Straight Truss Length (ft) | | Day | Subsequent Day | Week | Subsequent Week | Month |
|---|------|-----|----------------|------|-----------------|-------|
| 2 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 4 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 6 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 8 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Curved Truss (per section) Outside Diameter (ft) | | | | | | |
| 24 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 32 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Corner | | | | | | |
| 6 way corner | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Truss Base | 2016 | | | | | |

| | | | | | | |
|--|------|--|--|--|--|--|
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Sub-category 2.3A: 20" width truss

| Straight Truss Length (ft) | Period | Day | Subsequent Day | Week | Subsequent Week | Month |
|---|--------|-----|----------------|------|-----------------|-------|
| 2 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 4 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 6 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 8 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Curved Truss (per section) Outside Diameter (ft) | | | | | | |
| 24 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Corner | | | | | | |
| 6 way corner | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Truss base | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Sub-category 2.4A: 24" width truss

| Straight Truss Length (ft) | Period | Day | Subsequent Day | Week | Subsequent Week | Month |
|----------------------------|--------|-----|----------------|------|-----------------|-------|
|----------------------------|--------|-----|----------------|------|-----------------|-------|

| | | | | | | |
|--------------|------|--|--|--|--|--|
| 1 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 4 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 8 ft | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Corner | | | | | | |
| 6 way corner | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Category 2B: Taildown

| Length | Period | Day | Subsequent Day | Week | Subsequent Week | Month |
|--------|--------|-----|----------------|------|-----------------|-------|
| 12" | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 18" | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 24" | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 42" | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 84" | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Category 2C: Ground Support Equipment

| Description | Period | Day | Subsequent Day | Week | Subsequent Week | Month |
|-------------|--------|-----|----------------|------|-----------------|-------|
|-------------|--------|-----|----------------|------|-----------------|-------|

| | | | | | | |
|------------------------|------|--|--|--|--|--|
| 14' push-up stand | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 16' crank stand | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 24' crank stand | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Pipe (per linear foot) | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Base for pipe | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Category 2D: Motors and Hoists

| Lift Capacity | Period | Day | Subsequent Day | Week | Subsequent Week | Month |
|----------------------------|--------|-----|----------------|------|-----------------|-------|
| 500 lbs. motor | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 1000 lbs. motor | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 2000 lbs. motor | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Motor power distribution | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| Controller for motor power | 2016 | | | | | |
| | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |
| 1000 lbs. | 2016 | | | | | |

| | | | | | | |
|-------|------|--|--|--|--|--|
| hoist | 2017 | | | | | |
| | 2018 | | | | | |
| | 2019 | | | | | |

Stream 3: Control Consoles and Power Distribution

Pricing Grids

Offeror will complete the grid below with pricing for each type of fixture. Offeror may add additional columns or rows as needed. Offeror may propose more than one fixture model per category. Offeror may create their own grid but must use the format below and include at a minimum the columns laid out below. Console categories will be defined by the number of DMX channels.

Category 3A: Conventional Consoles

| DMX Channels | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|--------------|--------|----------------|-----|----------------|------|-----------------|-------|
| 12 | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 24 | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 48 | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 96 | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Category 3B: Moving Light Consoles

| DMX Channels | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|--------------|--------|----------------|-----|----------------|------|-----------------|-------|
| 1024 | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 2048 | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 4096 | 2016 | | | | | | |
| | 2017 | | | | | | |

| | | | | | | | |
|------|------|--|--|--|--|--|--|
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 8192 | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Category 3C: Dimmer

| DMX Channels | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|-------------------|--------|----------------|-----|----------------|------|-----------------|-------|
| Up to 12 | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 24 with processor | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 48 with processor | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 96 with processor | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Category 3D: Electrical Distribution

| Circuits | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|----------------|--------|----------------|-----|----------------|------|-----------------|-------|
| 6 @ 120 volts | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 36 @ 120 volts | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 6 @ 208 volts | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 30 @ 208 volts | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |
| 60 @ 208 volts | 2016 | | | | | | |

| | | | | | | | |
|--|------|--|--|--|--|--|--|
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Category 3E: Signal Distribution

| | Period | Make and model | Day | Subsequent Day | Week | Subsequent Week | Month |
|-----------|--------|----------------|-----|----------------|------|-----------------|-------|
| 8 outputs | 2016 | | | | | | |
| | 2017 | | | | | | |
| | 2018 | | | | | | |
| | 2019 | | | | | | |

Stream 4 - Technical Positions

| Category / Position | Period | CALL RATES All-inclusive hourly rate | SHOW CALL RATES All-inclusive hourly rate |
|---------------------|--------|---|--|
| 4.1A GT | 2016 | | |
| | 2017 | | |
| | 2018 | | |
| | 2019 | | |
| 4.2A GTC | 2016 | | |
| | 2017 | | |
| | 2018 | | |
| | 2019 | | |
| 4.3A GTF | 2016 | | |
| | 2017 | | |
| | 2018 | | |
| | 2019 | | |
| 4B CE | 2016 | | |
| | 2017 | | |
| | 2018 | | |
| | 2019 | | |
| 4C LO | 2016 | | |
| | 2017 | | |
| | 2018 | | |
| | 2019 | | |
| 4D HRG | 2016 | | |
| | 2017 | | |
| | 2018 | | |
| | 2019 | | |
| 4E RG | 2016 | | |
| | 2017 | | |
| | 2018 | | |
| | 2019 | | |
| 4F LD | 2016 | | |
| | 2017 | | |
| | 2018 | | |
| | 2019 | | |

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité |

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | |
|--|---|---|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | 2. Branch or Directorate / Direction générale ou Direction Capital Celebrations and Program Operations | |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant | |
| 4. Brief Description of Work / Brève description du travail New standing offer agreement for lighting rental and related labour services. Labour will be for installation, maintenance and removal and may require interior access to Parliament Hill. | | |
| 5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | |
| 5. Indicate the type of access required / Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| Canada <input type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable / À ne pas diffuser <input type="checkbox"/> | | |
| Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: |
| 7. c) Level of Information / Niveau d'information | | |
| PROTECTED A / PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A / PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B / PROTÉGÉ B <input type="checkbox"/> | NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B / PROTÉGÉ B <input type="checkbox"/> |
| PROTECTED C / PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C / PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> | NATO SECRET / NATO SECRET <input type="checkbox"/> | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> |
| SECRET / SECRET <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET / SECRET <input type="checkbox"/> |
| TOP SECRET / TRÈS SECRET <input type="checkbox"/> | | TOP SECRET / TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





| |
|--|
| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

| | | | |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : Site Access Clearance is requested.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui

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| |
|--|
| Security Classification / Classification de sécurité |
|--|





| |
|--|
| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité |

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | | |
|--|----------------------|---|---|-------------------------|--------|------------|---------------------------|-------------------|-------------|-------------------|----------------------|---|--|--------------|--------|------------|--|
| | A | B | C | CONFIDENTIAL | SECRET | TOP SECRET | NATO RESTRICTED | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET | PROTECTED Protégé | | | CONFIDENTIAL | SECRET | TOP SECRET | |
| | | | | | | | NATO DIFFUSION RESTRICTED | NATO CONFIDENTIAL | A | | B | C | | | | | |
| Information / Assets Renseignements / Biens Production | | | | | | | | | | | | | | | | | |
| IT Media / Support TI | | | | | | | | | | | | | | | | | |
| IT Link / Lien électronique | | | | | | | | | | | | | | | | | |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|---|---|---|--|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Nicholas Stocker | | Title - Titre Senior Technical Coordinator | Signature |
| Telephone No. - N° de téléphone 613-614-7936 | Facsimile No. - N° de télécopieur 819-953-3875 | E-mail address - Adresse courriel nicholas.stocker@pch.gc.ca | Date January 12, 2016 |
| 14. Organization Security Authority / Responsabilité de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Richard Bourin | | Title - Titre Info Security Coordinator | Signature |
| Telephone No. - N° de téléphone 819-997-5626 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date 13 Jan 2016 |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) LYNN LEVESQUE | | Title - Titre PROCUREMENT AND CONTRACT SPECIALIST | Signature |
| Telephone No. - N° de téléphone 819-994-5119 | Facsimile No. - N° de télécopieur 819-953-4133 | E-mail address - Adresse courriel lynn.levesque@canada.ca | Date 2016-03-02 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) | | Title - Titre | Signature |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |

TBS/SCT 350-103(2004/12)

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| Security Classification / Classification de sécurité |
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Canada

ANNEX "D"

INSURANCE REQUIREMENTS

SACC Manual Clause G2001 (2014-06-26) – Commercial General Liability Insurance

1. 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 \$2,000,000 per accident or occurrence and in the annual aggregate.
2. 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 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 endeavor 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.
 - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - n. 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.

SACC Manual Clause G1003C (2010-01-11) – Rigger's Liability Insurance

1. The Contractor must obtain Rigger's Liability Insurance, in an amount usual for a contract of this nature, but for not less than \$2,000,000.00 per accident or occurrence and in the annual aggregate. The Contractor's Riggers Liability Insurance must provide coverage for loss or damage to all Government Property under its care, custody or control, and must be maintained in force throughout the duration of the Contract. The Government Property must be insured on a Replacement Cost basis. The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Rigger's Liability Insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct, for loss or damage to Government property in the Contractor's care, custody or control.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Canadian Heritage and Public Services and Procurement Canada (formerly known as Public Works and Government Services Canada) for any and all loss of or damage to the property however caused.