

CANADIAN HERITAGE**REQUEST FOR STANDING OFFER**

REQUEST NUMBER: 10151162

PROJECT TITLE: Technical labor for the set-up, operation and removal of the Parliament Hill technical production infrastructure

REQUEST DATE: March 18, 2016

CLOSING DATE AND TIME: April 12th, 2016, 2:00 p.m., EDT

ADDRESS ALL ENQUIRIES: Line Séguin
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: 819-997-2389
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The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A". The period of the Standing Offer is from award of the Standing Offer to March 31, 2019, with two (2) optional periods of 12 months each.

If you are interested in undertaking this project, your sealed offer, clearly indicating the title of the work and addressed to the undersigned will be received up to 2:00 p.m., EDT on April 12th, 2016, at 15 Eddy Street, 2nd Floor (15-2-C), Gatineau, Quebec, K1A 0M5.

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

Offerors submitting an offer are also requested to complete the Offer of Services attached at Annex "D". By signing and submitting this form, Offerors are confirming that they have read the entire Offer solicitation including the documents incorporated by reference into the Request for Standing Offer and that:

1. They consider themselves and their products able to meet all the mandatory requirements in the Request for Standing Offer;
2. Their offer is valid for the period requested in the Request for Standing Offer;
3. All the information provided in the Request for Standing Offer 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 the Standing Offer and resulting contract clauses included in the Request for Standing Offer in Part 7 – Standing Offer and Resulting Contract Clauses.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security 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 Annexes include the Statement of Work, the Mandatory Evaluation Criteria, the Basis of Payment, the Offer of Services Form, the Insurance Requirements, 942 Form, as well as the financial evaluation price grid.

1.2 Summary

The Department of Canadian Heritage (PCH) has a requirement for the provision of services related to the operation of multimedia shows on Parliament Hill and potentially other sites using the dedicated Parliament Hill show systems or components. PCH intends to issue one (1) Standing Offer. The period of the Standing Offer is from award of the Standing Offer to March 31, 2019, with two (2) optional periods of 12 months each.

The work involves:

- Pre and post-event preparations, assembly, installation, integration and rehearsals;
- The daily set up, operation and tear down of multimedia shows;
- The set-up, operation and tear down of one-off events using parts of the multimedia show infrastructure;
- The provisions of necessary technical personnel to conduct these tasks;
- The delivery of maintenance services as described in this document; and
- Removal, disassembly, return to PCH storage and cleanup of site and PCH storage areas after each event period.

The work described herein related to the Sound and Light Show covers the pre and post-seasons, as well as all aspects of the daily presentation of the multimedia shows. The pre-season encompasses but is not limited to: the preparation of all equipment at the PCH warehouse, the onsite set up and testing of all systems,

integration and rehearsals. The daily operations includes but is not limited to: daily delivery and installation of all temporary equipment, the daily testing of all systems, the deployment of moving fixtures and sound systems, the alignment of projectors (three of which are installed nightly) and the operation of the preshow and show, presented once per evening. The summer Sound and Light Show start times are currently 10:00 pm in July, 9:30 pm for the month of August, and 9:00 pm for the remainder of the season (start times subject to change at the discretion of PCH).

This work description is the same for the Christmas lights show, however hours of operation are different. In most extreme weather conditions the show will be cancelled. The show is presented in a loop from 17:30 to 23:00. The Christmas lights show makes use of the same basic infrastructure. It does however use some different equipment due to the scope of the deployment.

The Contractor may also be called upon to execute different tasks to aid in the delivery of the PCH mandate. These tasks will always be linked to the deployment and operation of the multimedia show infrastructure. The contractor will have expertise in the operation of these systems and equipment and as such it is important to be able to deploy these systems in a safe and efficient manner without compromising the main programs for which this equipment is dedicated to, those being the Summer Sound and Light Show and the Christmas lights show.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Agreement on Internal Trade (AIT).

1.3 Security Requirements

There are security requirements 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.

2.2 Submission of Offers

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

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

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 1: Technical Offer: two (2) hard copies;

Section 2: Financial Offer: two (2) hard copies;

Section 3: Certifications: one (1) hard copy.

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

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

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing 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 1: Technical Offer

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

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

Section 2: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment in Annex "C". All amounts must exclude applicable taxes.

Section 3: Certifications

Offerors must submit the certifications required under Part 5.

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 technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Mandatory Technical Criteria

Mandatory technical criteria are included in Annex "B" – Mandatory Evaluation Criteria.

4.2 Basis of Selection

An Offer must comply with all the requirements of the Request for Standing Offer and meet all the mandatory technical criteria in Annex "B" to be declared responsive. The responsive Offer with the lowest evaluated price based on the Evaluation Scenario of Annex "G" will be recommended for issuance of a standing offer.

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

PART 5 – CERTIFICATIONS 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) 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 "E".

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 perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements apply and form part of the Standing Offer.

7.2.1.1 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid SITE ACCESS CLEARANCE, granted or approved by PCH.

7.2.1.2 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCH.

7.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and individual(s) hold a valid security clearance at the required level.

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>) 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 of the Standing Offer is from award of the Standing Offer to March 31, 2019, with two (2) optional periods of 12 months each. The initial period will cover the second, third and fourth seasons of the current Sound and Light Show. The fifth season of the current show and the first season of the new Sound and Light Show is included as optional years. The Contractor agrees to begin operations according to the dates in this document, in agreement with PCH, consultants, suppliers and other parties involved in the project. A certain degree of flexibility on the pre-season and post-season dates is required.

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 up to two (2) optional periods of 12 months each, under the same conditions and rates specified in the Standing Offer.

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

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Line Séguin
Procurement and Contract Specialist
Department of Canadian Heritage
Contracting and Materiel Management Directorate
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5

Tel: 819-997-2389

Fax: 819-953-4133

E-mail: PCH.contrats-contracting.PCH@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

Will be identified at time of issuance of the Standing Offer.

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 Offeror's Representative

Will be identified at time of issuance of the Standing Offer.

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 User

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

7.8 Call-up Procedures

- a) Each call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed call-up can be charged to this Standing Offer or any call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every call-up made under this SO.
- d) Only Authorized call-ups to be Accepted: The Offeror agrees only to perform individual call-ups made by an authorized representative of Canada under this Standing Offer outlined below.

7.9 Call-up Instrument

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

7.10 Non-Standing Offer Items

For each call-up, the Identified User may incorporate a total of up to 10% (or a maximum of \$25,000 including applicable taxes) of the call-up value for non-Standing Offer items.

7.11 Priority of Documents

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

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (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 Work;
- f) Annex “C” Basis of Payment
- g) Annex “E”, Insurance Requirements;
- h) the Offeror's offer dated _____ (to be inserted at the at time of issuance of the Standing Offer).

7.12 Certifications

7.12.1 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 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 _____.

7.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "E". The Contractor must maintain the required insurance coverage for the duration of the Standing Offer. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Standing Offer. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing Offer 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 Standing Offer Authority within ten (10) days after the date of award of the Standing Offer, 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 Standing Offer Authority, forward to Canada a certified true copy of all applicable insurance policies.

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 Work

The Contractor must 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

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

7.4 Payment

7.4.1 Basis of Payment

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

7.4.2 Limitation of Expenditure

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

7.4.3 Method of Payment

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

7.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be forwarded to the Project Authority for certification and payment.

ANNEX "A"

STATEMENT OF WORK

1. PROJECT TITLE

Technical labor for the set-up, operation and removal of the Parliament Hill technical production infrastructure.

2. INTRODUCTION

The Department of Canadian Heritage (PCH) has a requirement for the provision of services related to the operation of the PCH Technical infrastructure designed for the summer Sound and Light show presented nightly in the summer on Parliament Hill.

The requirement also includes the presentation of the Christmas lights show scheduled to run in December and January.

The period of the Standing Offer is from award of the Standing Offer to March 31, 2019, with two (2) optional periods of 12 months each.

This requirement also covers for other potential events and deployments that will make use of PCH technical infrastructure used for these two shows.

The work involves:

- Pre- and post-event preparations, assembly, installation, integration and rehearsals;
- The daily set up, operation and tear down of multimedia shows;
- The set-up, operation and tear down of one-off events using parts of the multimedia show infrastructure;
- The provisions of necessary technical personnel to conduct these tasks;
- The delivery of maintenance services as described in this Request for Standing offer; and
- Removal, disassembly, return to PCH storage and cleanup of site and PCH storage areas after each event period.

The work described herein covers the pre- and post-seasons as well as all aspects of the daily presentation of the multimedia shows.

The pre-season includes but is not limited to the following:

- Preparation of all equipment at the PCH warehouse;
- Onsite set up and testing of all systems;
- Integration and rehearsals.

The daily operations include but are not limited to the following:

- Daily delivery and installation of all temporary equipment;
- Daily testing of all systems;
- Deployment of moving fixtures and sound systems;
- Alignment of projectors;
- Operation of the preshow and show presented once per evening.

Show start times are currently 10:00 pm in July, 9:30 pm for the month of August, and 9:00 pm for the remainder of the season (start times subject to change at the discretion of PCH).

This work description is the same for the Christmas lights show however hours of operation will be different. The Christmas lights show makes use of the same basic infrastructure. It does however use some different equipment due to the scope of the deployment. The Christmas lights show is presented nightly in all but the most extreme weather conditions, it is presented in a loop from 17:30 to 23:00.

The Contractor may also be called upon to execute different tasks to aid in the delivery of the PCH mandate. These tasks will always be linked to the deployment and operation of the multimedia show infrastructure. The contractor will have expertise in the operation of these systems and equipment and as such it is important to be able to deploy these systems in a safe and efficient manner without compromising the main programs for which this equipment is dedicated to, those being the Summer Sound and Light Show and the Christmas lights show.

For the 2020 year of operation of a new Sound and Light Show, the location is not yet known. Parliament Hill will be under construction and the show will most likely be moved off site. All the stipulations of this Statement of Work will still apply and site specific requirements may be added.

3. SERVICES REQUIRED

The Contractor will:

- 3.1. Provide properly trained and experienced technicians (refer to Appendix 2 to Annex "A" for functions' descriptions) for the technical support of multimedia shows and other potential events;
- 3.2. Supply the required technicians and equipment to prepare, install, operate, dismantle and maintain PCH's equipment and infrastructure in use for the presentations;
- 3.3. Provide technicians for other potential events that use the infrastructure and equipment of the Sound and Light Show.

4. ROLES AND RESPONSABILITIES

4.1. CONTRACTOR'S RESPONSABILITIES

The Contractor will participate in developing, planning and carrying out the activities described in this Statement of Work. The Contractor will work in collaboration with and under the direction of the individual(s) appointed by PCH (see PCH's Responsibilities). See Appendix 1 to Annex "A" for a complete overview of the multimedia system and operational procedures.

The Contractor will:

- Deliver, install, maintain, operate, dismantle and transport sound, lighting, projection and other equipment indicated in Appendix 1 to Annex "A";
- Supply all qualified technical personnel required to deliver, install, maintain, operate, dismantle and transport the equipment in accordance with the typical schedule established by PCH in Appendix 3 to Annex "A";
- Transport, install, maintain and dismantle all other infrastructure required for site logistics, public and staff health and safety (signage, barricades, cable mats, chairs etc.) as part of the daily routine of the presentation;
- Supply a vehicle (minimum towing capacity of 10,000 lbs, in good working order and less than 10 years old) equipped with a Class V trailer hitch and 2-5/16" ball to haul PCH's equipment in car hauler trailers provided by PCH. All equipment trailers have a ramp style door for ease of unloading and loading;
- Equipment trailers are parked less than 5 km away from Parliament Hill. The Contractor will be given the exact location. During pre-season, trailers are taken back to the PCH warehouse on a nightly basis, a 5 km distance from the show site;

- Perform pre-show preparation which includes but is not limited to: address fixtures, verify and install gobos, install hydraulic lifts, install enclosures on hydraulic lifts, install lighting fixtures in enclosures, install projectors in enclosures, install projectors in video trailer, install equipment in trailers, prepare cable looms, install speakers and install equipment on the roof of Centre Block;
- Ensure that all equipment is functional and that it is maintained throughout the event, including performing basic repairs that may be required such as: replacing cables, connectors, fixtures, gobos, etc.;
- Inform PCH in writing, using the show report form (see Appendix 4 to Annex "A") of any piece of equipment that requires further work beyond the requirements of this Statement of work. This will cover any diagnostics and repairs that require manufacturer certification to complete or when the facilities on site or within PCH are not sufficient to diagnose and repair the equipment. Any electrical work that requires an electrician shall also be identified through this form;
- Review and confirm the work schedule for the Contractor's team to execute the work, in compliance with requirements established by PCH and based on the schedule furnished by PCH one (1) month prior to the beginning of the pre-season;
- Supervise its employees and/or sub-contractors;
- Provide all required training and certification to the Contractor's staff, as described in Appendix 2 to Annex "A", needed to properly perform all tasks and duties in this Statement of work;
- Fill out a show report form following each performance. (See Appendix 4 to Annex "A" for example) and send it via email nightly at the conclusion of all activities. An internet connection is provided in the control room;
- Make every effort to ensure that shows are presented with consistent high quality that is standard throughout the entire run. This includes but is not limited to: maintaining the consistency in all lighting cues and fixing cues when incorrect, maintain the projection raster as established in the pre-season, correct any errors to the raster on a nightly basis and maintain all audio levels;
- Ensure that all mandated and legislated safety guidelines are adhered to and promote a safe work place for the public and for the crew. As a basic requirement, all tripping hazards, of any length of time, must be marked with traffic cones supplied by PCH. Any man-holes or cavities that are opened, for any duration, must be delineated with man-hole fencing provided by PCH;
- Handle PCH equipment with care to minimize daily deployment impact on all equipment, including trailers;
- Report any and all incidents. Those involving the public shall immediately be reported by staff to the Crew Chief who, upon gathering all the required information, and taking the appropriate actions, will then notify the on call PCH representative. The Crew Chief will be expected to deal directly with the person or persons involved in the incident and to take note of the name, contact information, time and place and the nature of the incident. Should a Security force be involved, the crew chief shall obtain the report number and officer's name. This information shall be transmitted via email to the PCH on-call representative as soon as possible. In the event a PCH representative is on site, he/she will need to be notified immediately and will take over;
- Work in a cooperative manner with PCH guides or other personnel who are onsite during show nights and whose roles are to greet and interact with members of the public;
- The Contractor is responsible for identifying and implementing any measures which may be necessary to protect the safety of the public and the technicians. The Contractor shall comply with the Ontario Occupational Health and Safety Act and/or the Canada Labour Code and/or any other jurisdictional mandated legislation. When federal, provincial and municipal provisions treat the same provision differently, the Contractor shall comply with the most rigorous provision;
- Provide Personal Protective Equipment (PPE) to its technicians for all related activities, as required by the Ontario Occupational Health and Safety Act, the Canada Labour Code, any other jurisdictional mandated legislation and by the manufacturers' instructions for the maintenance of any equipment. This includes but is not limited to PPE for bulb changing and fog fluid changing;
- Provide a site safety assessment, including proposed mitigating measures. A preliminary assessment is to be detailed with the PCH technical authority prior to arrival on site when a site plan is available and once on site when not available. A secondary assessment is to be conducted once deployment has commenced and should be ongoing by the Crew Leaders throughout the event process. This

assessment is for the safety of the Contractor staff, PCH staff, other Contractors as well as the general public and people with business within the area of deployment.

4.2. PCH'S RESPONSIBILITIES

PCH is responsible for the production and management of all multimedia shows and other uses of the infrastructure.

PCH will:

- Maintain constant liaison with the Contractor to establish and revise procedures to enable the latter to complete the work;
- Supply the required technical equipment and infrastructures in good working condition;
- Supply safety equipment limited to rope, stanchion, barricades, cones, cable mats, fire extinguishers and signage, identified by the Contractor in their site safety assessment;
- Provide the Contractor with a revised schedule for each programming season of the show;
- Have a representative on call nightly during the show season, who can be reached by phone;
- Make the final decision on all technical questions and schedules;
- Provide storage areas / secured parking spaces for all equipment and trailers;
- Identify a technical coordinator who will be responsible for the following:
 - a. Manage and coordinate all technical elements of the production;
 - b. Write production schedules, including the equipment set-up and dismantling schedule, in collaboration with the Contractor;
 - c. Ensure communication between PCH and the various stakeholders;
 - d. Approve all changes that have an impact on the budget or schedule and that may be beyond the statement of work as described in this document;
 - e. Obtain the necessary passes and other authorizations (security clearance for site access to Parliament Hill, parking, traffic, etc.);
 - f. Supervise operations to achieve objectives, quality and safety standards, in compliance with policies established by PCH and the Government of Canada;
 - g. Schedule an on call PCH representative;
 - h. Act on the daily equipment and system maintenance and repairs' needs based on the show reports. This includes scheduling repairs and fixes to the system or infrastructure;
 - i. Provide the contractor with a copy of the operations manual for the multimedia show infrastructure.

5. STAFF SELECTION, TRAINING AND GENERAL GUIDELINES

- 5.1 The proposed staff must meet or exceed the level of expertise as stated in Appendix 2 to Annex "A" and the mandatory requirements in Annex "B". The Contractor will submit the names and résumés of all the individuals it is proposing to use for the year ahead for each function. For each resource types except General Technician, up to a maximum of four (4) résumés should be submitted. For the General Technician, up to a maximum of ten (10) résumés should be submitted.

Should new staff be proposed during the fiscal year, the Contractor must identify the person he wishes to replace and provide the résumé of the proposed replacement. This will enable the Contractor to propose new staff for the required positions and for PCH to evaluate the proposed staff replacements and/or adjustments.

The Contractor will include résumés of all staff that might serve as alternates to cover vacation and sick leave. This will also serve as a requalification system in order to evaluate proposed resources on an annual basis.

- 5.2 PCH reserves the right to select personnel for certain duties from the roster proposed by the Contractor and the Contractor will have these individuals scheduled for the project.

- 5.3 The Contractor will be responsible to ensure that staff has received proper training for the operation of the equipment and work practices on Parliament Hill or other sites where shows may be presented.
- 5.4 The Contractor may have access to the equipment for training purposes. Arrangements must be made in advance with the PCH representative. Some pieces of equipment may be unavailable due to maintenance and/or usage by other events.
- 5.5 As required by the Official Languages Act, at least one member of the onsite crew must be bilingual (English and French). The show is presented on Parliament Hill and it is expected that the crew will occasionally have to interact with and answer questions from the public. Tact, diplomacy and respect are required when dealing with the public. The crew will behave in a professional manner at all times. Horseplay will not be tolerated.
- 5.6 The Contractor must ensure that sufficient personnel with security clearances are scheduled on a daily basis as to not interfere with any project schedules.
- 5.7 Smoking is permitted only during breaks and not in the presence of the public. No cigarette butts will be tolerated near and around the work area. All extinguished smoking materials must be deposited in an appropriate container for disposal. The Contractor shall supply the container and be responsible for its removal from the Hill on a nightly basis. This is subject to change, as a result of any new or modified laws that would affect smoking in public places.
- 5.8 Any and all waste will be deposited in supplied bins (garbage and recyclables). These bins, full or not, will be emptied every Sunday or as required while work is happening on site. The contractor is responsible for disposing of all waste from the Hill at the PCH warehouse facility. Every effort should be made to separate garbage from recyclables. Proper recycling bins and garbage bins and bags will be provided by PCH. If the frequency of emptying must be increased, the Contractor will notify PCH.

6. DRESS CODE

The Contractor shall have his team dressed in show blacks with no large logos. PCH must approve on site clothing. A shirt sample with logo size and placement will be requested for approval one month prior to the start of onsite activities at Parliament Hill. Ripped or stained pants, hems and shorts will not be tolerated. Staff should have spare clothing on site. The Contractor is responsible for providing the appropriate clothing for its staff. In the case of protocol events (2-3 times per season), all staff will wear clean black clothing with no apparent logo.

7. OCCUPATIONAL HEALTH AND SAFETY

- 7.1 Sites on which the work is to be performed can be considered "construction sites" pursuant to federal, provincial and municipal regulations. The Contractor is always subject to all federal, provincial and municipal laws treat the same provision differently, the Contractor shall comply with the most rigorous provision.
- 7.2 The Contractor shall be responsible for all costs resulting from its compliance with federal, provincial and municipal laws and regulations regarding occupational health and safety (including occupational health and safety in the construction industry).
- 7.3 All individuals on the contractor's roster will be required to wear protective, CSA approved footwear when performing duties related to this Statement of Work. No exceptions will be made. Individuals failing to wear proper safety equipment will be sent away until such a time as they return with the proper protective equipment for the work at hand.

8. LICENCES AND PERMITS

The Contractor shall be responsible for obtaining all permits needed to perform the work and will be required to conform to all applicable municipal, provincial (Ontario) and federal laws. These permits include but are not limited to: elevating device licence, counterbalance forklift license, valid driver's permits for all potential drivers and fall arrest certification. Only certified individuals within the Contractor's roster will be permitted to do work which requires a licence or a permit.

9. PARKING AND VEHICLES

Parking is not provided on any event site. The only vehicle allowed to access to the sites is the truck used to transport the trailers. For access to Parliament Hill, the Contractor will be required to provide vehicle information (make, model and license plate number) to PCH at least 30 days before the beginning of the work in order to process security clearance. The truck used can stay on the Hill during the work, but no authorization will be given to park overnight. It will be the Contractor's responsibility to find a parking location for its vehicle during non-show times. It is the responsibility of the driver to make sure that trailer loads are secured, that all tongue locks are installed on PCH trailers when parking them for the night, that all wheel chocks are installed and that all doors on the trailers are locked.

Appendix 1 to Annex “A” - MULTIMEDIA SYSTEM AND OPERATIONAL PROCEDURES

1. SHOW SYSTEMS AND INFRASTRUCTURE

The show infrastructure is composed of a mix of different technologies such as moving lights, video projection, automated show control and multi-channel audio playback. A part of the equipment used is being installed on and removed from Parliament Hill on a daily basis. All playback equipment is slaved to time code via the Medialon show control.

The following is a full equipment inventory for Multimedia Shows

Lighting

16	Clay Paky Alpha 800
14	Clay Paky Aleda B-Eye K20
14	DTS Delta 12F
24	DTS FOS 100
60	Birkets Strobe light
8	Clay Paky Super Sharpy
12	Clay Paky Sharpie Wash
8	Tempest Tornado Enclosures
4	Tempest Thunder Enclosures
2	Custom environmentally controlled enclosures housing 8 Alpha 800

Programming and control through MA2 and MA2 on PC for operations sitting on a Pathway DMX network

Video

17 Christie Digital HD 20K projectors with lenses
8 custom playback computers with quad video outputs
2 custom production computers for control of playback computers

Playback management through Dataton Watchout 5.4
Show control through Medialon Show control
Redundant Video Matrix switching by Lightware
Video signal distribution via Lightware balun over Fiber
14 Tempest Environmental Enclosures

Audio

4	Meyer M3D Mid Highs
3	Meyer M3D Sub woofer
5	Meyer Lyon
2	Meyer JM-1P
4	Meyer M1D

Optocore fibre network signal distribution system
Meyer Galileo and Callisto signal processing
Playback through Digital Performer 8 on Mac

Special FX

Laser Quantum RGB laser, 30 watt
Control and calibration through Pangolin Show Designer 2000
Smoke Machines,
MDG dual and single, no CO2 propellant.

Other Infrastructure

10	Hydraulic Platforms (1-4 metric tonnes)
4	SL-12 lifts

Interactive Projection Trailer

The projection trailer is equipped with Theatrixx controllers and 8mm SMD video tiles on two long sides and one short side to create a continuous screen around the sides and back of the video trailer. The video screen is also used to present interactive games prior to the show. The games are run on computers running Touch Designer software housed in the trailer and make use of a camera and Microsoft Kinect. The trailer also houses 3 HD20 K projectors (Peace Tower), the laser system, 2 MDG single smoke machines, monitoring camera, as well as the 4 Meyer M1D. The Interactive projection trailer is deployed nightly for the summer Sound and Light Show. A standalone projection trailer housing 3 HD20K projectors and a monitoring camera is utilized for the winter show.

2. SUMMARY OF OPERATIONS

2.1. Pre-production

During this period, the equipment is tested, installed/transported in trailers at PCH warehouse in Ottawa and set up on site; programming and dry runs of the show are performed on Parliament Hill to ensure that all equipment and infrastructure (communication cables, Parliament Hill permanent lighting system, etc.) are working properly. Staff will need to obtain the Site Access Clearance prior to the start of this phase for access to PCH installations and/or Parliament Hill site. During this period, the contractor will:

- Train specialized personnel on the proper use and care of PCH equipment;
- Perform a pre-season maintenance, site inspection, inspection of the systems, test of all equipment, adjustments and optimization of the equipment;
- Supply staff for the installation of all the equipment inside the trailers;
- Inspect trailers for defective items such as, and not limited to: all lights, connectors and cables, locks, jacks, doors, hinges, and report any defects to PCH technical coordinator for rectification;
- Transport trailers to and from Parliament Hill for testing on a daily basis;
- Install all the equipment inside the control room on Parliament Hill;
- Inspect, test and repair all the equipment on Parliament Hill, including but not limited to architectural lighting used for the show (in collaboration with PCH and PSPC (Public Services and Procurement Canada));
- Participate in 2 to 4 production meetings with PCH S&L (Sound and Light) team.

2.2. Programming and dress rehearsal

The programming and dress rehearsal period is usually up to one week. All daily deployed show equipment is installed on and removed from the Hill every night, as would happen during regular operations. The show and preshow are run several times to test all systems, to adjust cues and do minor modifications if needed. After this test period, the equipment is returned to the PCH warehouse and stored until the show operation is launched.

2.3. Show operations

Typical show operations are outlined below and are subject to adjustment based on actual requirements.

- Transport equipment trailers from the PCH warehouse located at 84 Bayview in Ottawa to Parliament Hill (about 5 km). An alternate parking site for the equipment trailers may be available closer to site;
- Position, install, and connect all equipment prior to the show;

- Power-up all systems;
- Deploy and test audio systems;
- Test communication links (DMX, camera, Time Code, Laser, etc.);
- Ensure that all systems are working properly, including the Parliament Building's architectural lighting;
- Deploy lights;
- Check fog fluid levels;
- Elevate, power-up, and focus video projectors;
- Re-adjust moving lights positions palettes;
- Run pre-show music and announcements;
- Troubleshoot and do minor repair work on equipment as required;
- Fill out maintenance and repair logs for equipment;
- Report any equipment needing further repair to PCH on-call representative through the daily show report;
- Run the show;
- Dismantle, store in trailers and return all equipment to PCH warehouse, or alternate parking after the show;
- Fill out daily show report stating but not limited to weather, attendance, hours worked, issues with equipment, spectator comments, etc.;
- Perform preventive maintenance on equipment;
- Perform a visual inspection of all equipment on a weekly basis;
- Perform the weekly tasks;
- Keep the site and production areas clean on a daily basis.

2.4. Tasks to be performed on a weekly basis

The Crew Chief is responsible for deploying the proper staff for scheduled tasks. Typically the staff involved in a specific task should be the one to complete it, unless time or other issues prevent him or her from completing the task. In these cases, the task will be completed by another member of the team and any possible tasks not completed on the scheduled day shall be completed the following day. Spot checks will be performed by the on call coordinator to ensure these tasks are performed properly and on schedule. In the event of a show cancellation, every effort will be made by the Contractor to complete the scheduled tasks within 2 days to get back on schedule. In the event that a scheduled task can be performed by the technician on call for a cancellation, the on call tech is expected to complete the task that evening.

- Vacuum control room hallway and control room floor every Monday;
- Vacuum all computers on Mondays;
- Dust and clean all bunker surfaces and screens on Mondays;
- Vacuum Video trailer every Tuesday;
- Clean video trailer glass every Tuesday;
- Vacuum video projector enclosure filters every Wednesday;
- Clean enclosure windows every Wednesday;
- Readjust shrub Birkets positions every Thursday;
- Clean/vacuum lighting enclosure filters every Thursday;
- Clean lighting enclosure glass every Thursday;
- Readjust Vaux wall lighting positions every Friday;
- Vacuum and clean lighting trailers every Saturday , including fixtures;
- Clean trailer floors every Sunday;
- Verify hydraulic fluid levels in the video projector lifts every Sunday;
- Empty out garbage every Sunday or as soon as bins are full.

2.5. Post Production

Following the last show, the Contractor will be required to:

- Return all equipment to PCH warehouse for storage;
- Remove equipment from trailers;
- Remove all equipment from the video trailer;
- Clean and store all equipment in proper cases;
- Remove show gobos from moving lights, replace with standard gobos;
- Clean work site on Parliament Hill;
- Attend a season debriefing meeting with PCH S&L show team.

Appendix 2 to Annex “A” - FUNCTIONS DESCRIPTIONS

1. CL – Crew Leader

This position requires one person per evening during the show season, but a minimum of 2 are required for the duration of the Standing Offer to allow for rest time or substitutions, should substitutions be needed. It is expected that the crew leaders will not work more than 5 days in a row.

The crew leaders will manage the team on site and see that all elements for the operation of the shows are in place and working. They will ensure that all phases of the production and site operations run smoothly. The crew leaders will assist the crew during all parts of the daily set-up.

These persons will also act as the main technicians, and therefore must be familiar with all the equipment used and have an excellent technical knowledge for troubleshooting and solving systems and equipment issues.

The required services and abilities required for this position may include, but are not limited to, the following:

- Ensuring liaison between PCH and the Contractor (work schedule, equipment list, etc.);
- Attending preparatory meetings at the request of PCH;
- Supervising the Contractor’s on-site personnel;
- Interact with the public in a courteous and diplomatic manner;
- Coordinate the installation, operation and removal for the contractor;
- Managing technical problems that arise and informing the PCH Sound and Light on call coordinator of these problems as quickly as possible;
- Include the PCH on-call representative in finding solutions to the aforementioned technical issues;
- Filling out and submitting daily show reports and staff time sheets when required;
- Keeping the infrastructure operation manual up to date. This includes, but is not limited to: methodologies, as built plans of infrastructure and other system critical information required to make the system operate normally;
- Submitting an evaluation report on all production elements at the end of the event;
- Implementing safety guidelines on site, to ensure the safety of the crew and of visitors and the public.

All persons in the Crew Leader position shall possess the following:

- Good leadership skills;
- Competence, good working knowledge and trouble-shooting skills of the equipment used, specifically Moving lights, multiple-universes DMX networks, automated show control, computer networking and video projection systems;
- Excellent understanding of running a show or event;
- Ability to read, interpret and follow lighting plans, patch sheets and other relevant documents;
- Knowledge of three phase temporary electrical installations and show industry best practices and regulations;
- Efficient use of diagnostic tools (DMX tester, multimeter, etc);
- Capacity to resolve problems efficiently and rapidly (troubleshooting);
- Capacity to work under pressure and with little or no supervision;
- Ability to work outdoors in difficult climatic conditions;
- Have a knowledge of and work within the Ministry of Labour of Ontario regulations and guidelines as they pertain to workplace health and safety and best practice.

All the above competencies and skills should be clearly reflected in the respective résumés.

2. SO – Show Operator

This position requires one person per evening. A minimum of 2 qualified individuals are required for the duration of the Standing Offer to allow rest time or substitutions should they be needed. It is expected that the show operator will not work more than 5 days in a row.

The show operator will operate and supervise the show control system, as well as perform systems tests, adjust focus positions and play certain manual cues. The show operator will assist the crew during all parts of the daily set-up. He or she must have excellent knowledge of all equipment used (computers, audio, video, lighting, show control, networks and projection), a good understanding of show control technologies and advanced troubleshooting skills. The show operator may also be called upon to upload new content into Watchout.

All persons in this position shall be able to execute but are not limited to the following tasks and responsibilities:

- Perform all General Technicians tasks;
- Help with daily installation of the video projectors (power and signal hook-up);
- Power-up and test all show systems (lighting, audio, communication, laser and show control);
- Perform troubleshooting on all show systems;
- Support the Video Technician and Crew Leader during troubleshooting;
- Assist the video technician with video projector set-up;
- Assist the crew in daily set-up and teardown of the show;
- Work effectively under pressure;
- Interact with the public in a courteous and diplomatic manner;
- Ensure safety on site for crew and visitors;
- Work outdoors in difficult climatic conditions.

All the above competencies and skills should be clearly reflected in the respective résumés.

3. VT – Video Technician

This position requires one person per evening, but a minimum of 2 are required for the duration of the Standing Offer to allow for rest time or substitutions should they be needed. It is expected that the Video Technician will not work more than 5 days in a row.

The Video technician will be responsible for proper installation, operation and maintenance of the large image projection equipment and video trailer on a daily basis.

All persons in this position shall be able to execute but are not limited to the following tasks and responsibilities:

- Perform and supervise the daily installation of the projector trailer (positioning, levelling, electrical and communication hook-up, etc.);
- Inspect the projectors, clean filters and projector housings;
- Perform a visual inspection of the projectors and brackets;
- Check air filters and lenses, weekly;
- Raise, power-up and focus of all projectors, return platforms to the ground at the end of the show;
- Test projectors, computers and communication links;
- Align, edge blend and focus images on the building;
- Change projector bulbs when required, using the pre aligned bulb replacement unit;
- Oversee the projectors during the show;
- Prepare and secure projectors for transport after the show;
- See that the Video Trailer is cleaned daily and vacuumed weekly to keep foreign contaminants from entering the projector ventilation systems;
- Perform advanced troubleshooting on the projection system;

- Perform basic trouble shooting to the Watchout Playback system;
- Perform all General Technicians tasks;
- Assist the crew in all other task for the set-up and teardown of the show;
- Interact with the public in a courteous and diplomatic manner;
- Ensure safety on site for crew and visitors;
- Work outdoors in difficult climatic conditions.

All the above competencies and skills should be clearly reflected in the respective résumés.

4. GT – General Technician/Driver

This position requires two (2) resources per evening, one having the added duties of driver, but a minimum of four (4) are required for the duration of the Standing Offer to allow for rest time or substitutions should they be needed. It is expected that the GT/Drivers will not work more than 5 days in a row.

The general technicians will install and hook-up the PA system, install and hook-up all lighting fixtures, trailers, run cables, cable mats, install rope and stanchions, chairs for special guests, install temporary signage (sandwich boards), crowd control when required for the safety of the public, daily load in and load out of the equipment and drive the vehicle to transport trailers. It is the sole responsibility and duty of the driver to make sure that all equipment is properly secured prior to moving the trailers.

Anyone assigned to this position must have a good knowledge of the equipment used in the production of an outdoor show, specifically in regards to temporary electrical installation and DMX networks. He or she must be able to work under low supervision and may be required to interact with the public.

All persons in this position shall be able to execute but are not limited to the following tasks and responsibilities:

- Install, assist in the troubleshooting and remove all types of equipment used in the show;
- Perform demanding manual labour (lifting 50 lbs), pushing and pulling heavy equipment (dollies);
- Work outdoors in difficult climatic conditions;
- Work at heights of up to 10 feet on a stepladder or extension ladder;
- Install and use ground support systems, trusses, and lifts;
- Install and connect all equipment, electrical, Optical Fibre and DMX;
- Handle all equipment safely and delicately;
- Interact with the public in a courteous and diplomatic manner;
- Ensure safety on site, crew and visitors;
- Be conscientious and proactive in the performance of their daily tasks.

All the above competencies and skills should be clearly reflected in the respective résumés.

5. MT – Maintenance Technician

The maintenance technician will be called upon on an as needed basis to perform maintenance and repair work on the show equipment. PCH does not guarantee a minimum number of hours.

Required work may include but is not limited to:

- Repair damaged connectors on cables, posts, panels and racks;
- Replace PCBs and modules in equipment;
- Troubleshoot and repair DMX, audio and video distribution systems, troubleshoot computer networks;
- Fill out maintenance and service logs;
- Interact with the public in a courteous and diplomatic manner.

All the above competencies and skills should be clearly reflected in the respective résumés.

6. MAOP – MA 2 Operator Programmer

This position requires one person, a minimum of two (2) qualified individuals are required for the duration of the Standing Offer to allow for rest time or substitutions should they be needed. It is expected that the MAOP will not work more than 5 days in a row. It should be noted that the MAOP is not required on a full time basis during show run therefore show run staff could also qualify to serve as an MAOP.

When a new show is deployed or new elements are added to the existing show, the MAOP will operate and supervise the lighting system, perform systems tests and participate in the programming of the show. When necessary the MAOP will also participate in the adjusting of cues during the run and ensure the health of the system when issues are identified.

All persons in this position shall be able to execute, but are not limited to the following tasks and responsibilities:

- Program all lighting cues through the MA2 system used on the shows. Cues will be designed by the PCH contracted lighting designer, PCH appointed technical coordinator or any other PCH appointed staff or contractor;
- Read and interpret lighting plots, cue sheets, patch sheets and all other relevant documentation;
- Perform troubleshooting on lighting systems;
- Perform programming to time code playback system as well as ensuring proper time code tracking of all cues;
- Work effectively under pressure;
- Interact with the public in a courteous and diplomatic manner;
- Ensure safety on site for crew and visitors;
- Work outdoors in difficult climatic conditions.

All the above competencies and skills should be clearly reflected in the respective résumés.

Appendix 3 to Annex “A” - TYPICAL SCHEDULES 2016-2018

Sound and Light Show	
Period	Action
Week 1 1st week of May 5x 8-hours days	Equipment preparation at PCH warehouse Address fixtures Load cases and trailers Test all cables Install and test video projectors in Video Trailer as well as the video tile system and interactive games system
Weeks 2-3 2 nd and 3 rd week of May 6x 8-hours days 3x 6 hour nights for video alignment and lighting alignment.	Move and install control equipment on site (currently Parliament Hill) Install lighting and sound infrastructure, video servers Install video projectors and platforms Install permanent speakers Hook-up and test playback equipment and speakers Test and repair DMX and power connectors Run feeders Install permanent lighting Test communication links Begin show programming Interactive projection trailer installation, hook up and on site alignment and calibration
Week 4	Continue show testing, rehearsal Full rehearsals including daily deployment of equipment which includes: Interactive projection trailer installation, hook up and on site alignment and calibration Audio speaker installation including 3 Lyon for Center and 3 M3D subs on top of main stairs, 4 Genie SL12 lifts supporting 1 JM1P each (2 total) near surround LR and 1 Lyon each (2 total) far surround LR 12 Aleda B-eye K20 on ground along Centre Block and Peace Tower façade with electrical distribution and control signal 2 Aleda B-eye K20 on custom swivel mount poles on Peace Tower façade with electrical distribution and control signal 2 Tempest Tornado enclosures housing 3 moving lights each
July 6 th and 7 th 2x 8-hours evening	Equipment restore on Parliament Hill Final dry-run
July 8 th to Second Sunday in September 8 hour evenings (July 11 th for 2017)	Summer Season
2 nd week of September 4x 8-hours days	Return equipment to Bayview warehouse Clean Parliament Hill
3 rd week of September, 2x 8-hours days	Finish on site removal Equipment maintenance and repair at PCH warehouse Season debrief, season closing, final invoicing

Christmas lights show	
Period	Action
1 week, 4x 8-hours days	Equipment preparation at PCH warehouse Address fixtures Load cases and trailers Test all cables Install and test video projectors in Video Trailer
2nd week, 4x 8-hours days 2 x 6 hour nights for video alignment	Move and install control equipment on site (currently Parliament Hill) Install lighting and sound infrastructure, video servers Install video projectors and platforms Hook-up and test playback equipment and speakers Test and repair DMX and power connectors Run feeders Test communication links
Last week of November	Show programming, testing, final rehearsal rain delays, end of rehearsal wrap up Daily deployment of equipment for show includes: Interactive projection trailer installation, hook up and on site alignment and calibration 2 Tempest Tornado enclosures housing 3 moving lights each
1 st Wednesday or Thursday of December	Launch ceremony of program
Season lasts until January 7 th	Show is presented nightly from 17:30 to 23:00
2 nd week of January 5x 8-hours days	Return equipment to Bayview Clean Parliament Hill
3 rd week of January, 2x 8-hours days	Finish on site removal Equipment maintenance and repair at PCH warehouse Season debrief, season closing, final invoicing

Appendix 4 to Annex "A" - TYPICAL SHOW REPORT FORM

Show Time

Date/Time Field

Weather

Attendance

Network

Video

lighting

audio

trailers

other

Crew Chief

GT1

Operator

GT2/Driver

Video Op

ANNEX “B”

MANDATORY EVALUATION CRITERIA

The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror not meeting a mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

Technical labor for the set-up, operation and removal of the Parliament Hill technical production infrastructure				
Firm’s Mandatory Requirements (FM)		Met	Not Met	Cross-Reference to Offer
FM1	<p>Firm’s Experience</p> <p>The Offeror must clearly demonstrate having a minimum of two (2) years of experience in the technical operation of outdoor events and shows, and more specifically, in large multi-media events including*: software controlled large surface video projection mapping, automated lighting fixtures controlled by multiple DMX universes on an Ethernet backbone, high powered multi-channel surround sound reinforcement on a digital backbone, the use of automated show control systems, use of computer networks and fibre backbone distribution</p> <p>*large scale multi media events: presented to 4,000 people or more per presentation</p>			
FM2	<p>Previous Projects</p> <p>The Offeror must provide information on three (3) similar projects completed, indicating how they relate to this requirement. Each project summary should include the following information:</p> <ul style="list-style-type: none"> a) Name of project b) Contract value in dollars c) Number of presentations d) Contract period e) Name and telephone number of the client for whom the work was carried out (the contact information is required for validation purposes only) 			
FM3	<p>Health and Safety</p> <p>The Offeror must demonstrate in its proposal that it has a Health and Safety policy and training program that adheres to the Ministry of Labour of Ontario regulations.</p>			

Technical labor for the set-up, operation and removal of the Parliament Hill technical production infrastructure				
FM4	Basis of Payment The Offeror must specify prices for each element identified in the Basis of Payment (Annex "C").			
FM5	Résumés The Offeror must submit detailed résumés for each of the proposed resources below in order to demonstrate that they satisfy the mandatory requirements for each type of resources.			
Resources' Mandatory Requirements (RM)		Met	Not Met	Cross-Reference to Offer
RM1	Firm's representative (1 résumé required) The proposal and/or résumé of the resource must clearly demonstrate that all the following elements are met: 1 - Five (5) years or more of experience as a company representative. 2 - Conducted a minimum of three (3) equivalent projects* and describing their involvement in each one. *equivalent projects: Multimedia projects involving at a minimum a fully synchronized presentation including mapped video, multi-channel audio and automated lighting, presented to crowds of 4,000 people or more per representation and a minimum crew of 3 multi-disciplinary technicians.			
RM2	Crew leader (minimum 2 résumés required) The proposal and/or résumé of the resources must clearly demonstrate that all the following elements are met: 1 - Five (5) years or more of experience as a crew leader. 2 - Involved in two (2) equivalent projects*, describing their involvement in each one.			

**Technical labor for the set-up, operation and removal of the Parliament Hill
technical production infrastructure**

	<p>3 – Industry relevant education, training and certifications.</p> <p>4 - Hands on experience with a good working knowledge with each category of equipment identified in Appendix 1 to Annex “A”.</p> <p>*equivalent projects:</p> <p>Multimedia projects involving at a minimum a fully synchronized presentation including mapped video, multi-channel audio and automated lighting, presented to crowds of 4,000 people or more per representation and a minimum crew of 3 multi-disciplinary technicians.</p>			
<p>RM3</p>	<p>Show Operator (2 résumés required)</p> <p>The proposal and/or résumé of the resources must clearly demonstrate that all the following elements are met:</p> <p>1 - Three (3) years or more of experience as a Show Operator and/or Programmer. Minimum of 30 presentations per year.</p> <p>2 - One (1) year of experience in operating on MA 2 lighting control platform, including time code tracking and networking to MA NPU and MA on PC. Minimum of 30 presentations per year.</p> <p>3 - Experience operating a show with a show control interface (e.g. Medialon). Minimum of 30 presentations.</p> <p>4 - Two (2) years or more of experience in an operational position (i.e. lighting operator, or video technician, or video operator, or projectionist, or audio operator but excluding general technical labor) using DMX controlled lighting systems, and/or video projection basics (adjusting projectors for proper alignment on multi-projector raster) and/or computer based audio playback systems with time code tracking. Minimum of 30 presentations per year.</p> <p>5 - One (1) year or more of experience with Watchout video presentation software and time code tracking settings. Minimum of 20 presentations.</p>			

**Technical labor for the set-up, operation and removal of the Parliament Hill
technical production infrastructure**

<p>RM4</p>	<p>Video Technician (2 résumés required)</p> <p>The proposal and/or résumé of the resources must clearly demonstrate that all the following elements are met:</p> <p>1 - Three (3) years or more of experience as a chief video technician working with high brightness projectors (18,000 lumens or more) as a projectionist or any other position relevant to the operation of high powered projectors. This must be experience with responsibilities and not assistant or general video technician. Minimum of 20 presentations per year.</p> <p>2 - Experience with changing bulbs on Christie M series and J series projectors.</p> <p>3 - Experience deploying video signal over fiber optic distribution. Minimum 2 productions.</p> <p>4 - Knowledge of the Watchout playback software and be able to trouble shoot it at a basic level.</p>			
<p>RM5</p>	<p>General Technician/Driver (4 résumés required)</p> <p>The proposal and/or résumés of the resource must clearly demonstrate that all the following elements are met:</p> <p>1 - Two (2) years or more of experience in the entertainment field as a general technician on indoor and/or outdoor events.</p> <p>2 - Experience of video, lighting <u>and</u> audio deployment involving systems hook up, and basic trouble shooting. Must provide the name of the show(s) as well as the position occupied (up to a maximum of 10).</p> <p>3 - The driver must have at least 2 years of experience with driving trucks with trailers of 14 feet or more in length.</p>			
<p>RM6</p>	<p>Maintenance technician (1 résumé required)</p> <p>The proposal and/or résumé of the resource must clearly demonstrate that all the following elements are met:</p>			

**Technical labor for the set-up, operation and removal of the Parliament Hill
technical production infrastructure**

	<p>1 - College degree in electronics or experience (minimum 3 years as a maintenance technician in the entertainment industry) in the repair and/or maintenance of electronic equipment used in the entertainment industry.</p> <p>2 - Two (2) years or more of experience with the deployment and/or programming and/or troubleshooting of network based DMX distribution systems.</p>			
RM7	<p>MA2 Operator/Programmer (2 résumés required)</p> <p>The proposal and/or résumé of the resources must clearly demonstrate that all the following elements are met:</p> <p>1 - Three (3) years or more of experience as an MA2 programmer and/or MA2 operator.</p> <p>2 - One (1) year or more of experience on the system architecture design and deployment with MA2 on PC. Minimum of two (2) productions.</p> <p>3 - Two (2) years or more of experience of programming with time code. Minimum of two (2) productions.</p> <p>4 - Excellent knowledge of all equipment used (computers, lighting, networks and time code).</p> <p>5 - Good understanding of show control technologies and advanced troubleshooting skills.</p>			

In order to advance staff with the required experience, resources will be requalified on or about April 1st of each year. Should the contractor wish to introduce a new technician or promote within, the résumé of the technician will be analysed against these mandatory criterion in order to establish suitability. The PCH technical representative will be making the determination. The résumé must clearly establish the suitability.

ANNEX "C"

BASIS OF PAYMENT

Note: 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 under this Standing Offer. Payment will be for hours actually worked.

1. RATES

The Contractor will be paid in accordance with the Basis of Payment for the work performed under the Contract. Customs duties are included and applicable taxes are extra.

2016 Hourly rates, excluding taxes

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician/projectionist	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2016 Towing vehicle rates, excluding taxes

	Rate
Vehicle all-inclusive daily rate with up to 60 km of use included	\$
Vehicle, price per km exceeding 60 km/day	\$

2017 Hourly rates, excluding taxes

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician/projectionist	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2017 Towing vehicle rates, excluding taxes

	Rate
Vehicle all-inclusive daily rate with up to 60 km of use included	\$
Vehicle, price per km exceeding 60 km/day	\$

2018 Hourly rates, excluding taxes

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician/projectionist	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2018 Towing Vehicle rates, excluding taxes

	Rate
Vehicle all-inclusive daily rate with up to 60 km of use included	\$
Vehicle, price per km exceeding 60 km/day	\$

2019 Hourly rates, excluding taxes - OPTION YEAR 1

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician/projectionist	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2019 Towing Vehicle rates, excluding taxes

	Rate
Vehicle all-inclusive daily rate with up to 60 km of use included	\$
Vehicle, price per km exceeding 60 km/day	\$

2020 Hourly rates, excluding taxes - OPTION YEAR 2

Code	Function	Hourly Rate
CL	Crew Leader	\$
SO	Show Operator	\$
VT	Video Technician/projectionist	\$
GT	General Technician	\$
GT	General Technician (Driver)	\$
MT	Maintenance Technician	\$
MAOP	Grand MA Programmer Operator	\$

2020 Towing Vehicle rates, excluding taxes

	Rate
Vehicle all-inclusive daily rate with up to 60 km of use included	\$
Vehicle, price per km exceeding 60 km/day	\$

2. MINIMUM CHARGE FOR CANCELATION

Cancelation timing	Minimum charge	Instructions
Up to 3 hours prior to installation start	Four hours for one operator for playback of cancellation message.	Post Signage. Playback to start three hours before show time. End fifteen minutes after show time. No set up is required, playback is done on main PA installed on site.
Less than 3 hours to installation	Four hours minimum for all staff. Actual hours, if more than four for the operator of the cancellation message.	Post Signage. Playback to start three hours before show time. End fifteen minutes after show time. No set up is required, playback is done on main PA installed on site.
After installation has started	Four hours minimum plus actual hours worked beyond four hours (if applicable). Plus one operator for cancellation message.	Post Signage. Playback to start three hours before show time or at time of cancellation. End fifteen minutes after show time. Playback is done on main PA installed on site. Remove all daily deployed equipment as normal.

3. ADDITIONAL INFORMATION

3.1. There are two schedules in Appendix 3 to Annex "A". These are reasonably accurate schedules that are to be used as a reference for the 2016 season of the Summer Sound and Light show and the other for the Christmas lights show. These are based on past requirements and are to be used as a reference for the 2016, 2017, 2018 and 2019 seasons. The show opening dates should be considered as set, with only the pre- and post-seasons subject to change depending on the needs of the production. The revised schedules for each event will be communicated to the Contractor within the call-up document.

3.2. Every effort is to be made to present the shows every night. The call for cancellation will be made as soon as possible. In the event of inclement weather or other situations requiring cancellation of a show, the procedure is as follows:

In the event of inclement weather that could adversely affect daily installation, operations or dismantling, PCH's S&L show coordinator will inform the Contractor's designated crew leader as well as the company representative as soon as the decision of cancelling the show has been taken. The contractor will have to send one operation staff to Parliament Hill to post signage to indicate that the show has been cancelled for that night and to play an audio cancellation message until 15 minutes after the normally scheduled end of show time. The system should be up and running 3 hours before the scheduled start time of the show. The message will be played every 15 minutes. The staff member will need to reset all signage upon his departure.

3.3. PCH reserves the sole right to cancel a show. If the Contractor believes that a show should be cancelled for safety reasons, weather, technical or other, he must consult with the PCH on-call representative who will make the final decision.

3.4. For the 2020 season, start of the new summer Sound and Light show, it can be assumed that the pre-season work will be done in April and May and that the show will start in the first week of July. It can also be assumed that the call times for show days will be the same as in 2019. The number of technicians may vary depending on the new production requirements. For bidding purposes, we will evaluate based on the scenario at Annex "G". Final crew numbers for the season will be confirmed once the show has been rehearsed in 2020. Pre-season and post-season activities may also be modified and the modified requirements shall be billed as per the established 2020 hourly rates.

ANNEX “D”

OFFER OF SERVICES FORM

REQUEST FOR STANDING OFFER 10151162

**Technical labor for the set-up, operation and removal
of the Parliament Hill technical production infrastructure**

<i>(to be filled in by Offeror)</i>	
Offeror’s full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Offeror’s Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>	
Offeror’s GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the Request for Standing Offer for a definition of “Former Public Servant”.	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled “Former Public Servant Certification” Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled “Former Public Servant Certification”
Security Clearance Level of Offeror’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.

On behalf of the Offeror, by signing below, I confirm that I have read the entire Request for Standing Offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The Offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This Offer is valid for the period requested in the RFSO;
3. All the information provided in the Offer is complete, true and accurate; and
4. If the Offeror is awarded a Standing Offer, it will accept all the terms and conditions set out in Part 7 - Resulting Standing Offer and Contract (call-up) Clauses included in the bid solicitation.

Signature of Authorized Representative of Offeror

Signature : _____

Date : _____

ANNEX "E"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Department of Canadian Heritage.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. 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.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX "F"

942 CALL-UP AGAINST A STANDING OFFER FORM



CALL-UP AGAINST A STANDING OFFER
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Page: 1

To - À:		PST No. - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
		Standing offer No. - N° d'offre permanente					Order date Date de la demande
Vendor # - N° fournisseur 285092	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.			Date required - Demandé pour le
Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu	
Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation See Delivery Address / Voir adresse de livraison		FOB - FAB		Amount - Montant / CAD	
				Terms of payment - Modalités de paiement A/P, Due 30 Days From Document Date		T. taxes - T. taxes / CAD	
						T. Amount - Montant T. / CAD	
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.				Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.			
				Signature		Date	
				Approved for the Minister / Approuvé pour le Ministre			
				Signature		Date	



ANNEX "G"

EVALUATION SCENARIO

(not to be filled out by the bidder)

2016 Hourly rates (excluding applicable taxes)

Code	Function	# of Hours	Hourly Rate	Sub-Total
CL	Crew Leader	560	\$	\$
SO	Show Operator	560	\$	\$
VT	Video Technician/projectionist	560	\$	\$
GT	General Technician	560	\$	\$
GT	General Technician (Driver)	560	\$	\$
MT	Maintenance Technician	560	\$	\$
MAOP	Grand MA Programmer Operator	12	\$	\$

2016 Vehicle rate (excluding applicable taxes)

	# of days	Daily Rate	Total
Vehicle all-inclusive daily rate with up to 60 km of use included	70	\$	\$

2017 Hourly rates (excluding applicable taxes)

Code	Function	# of Hours	Hourly Rate	Sub-Total
CL	Crew Leader	560	\$	\$
SO	Show Operator	560	\$	\$
VT	Video Technician/projectionist	560	\$	\$
GT	General Technician	560	\$	\$
GT	General Technician (Driver)	560	\$	\$
MT	Maintenance Technician	560	\$	\$
MAOP	Grand MA Programmer Operator	12	\$	\$

2017 Vehicle rate (excluding applicable taxes)

	# of days	Daily Rate	Total
Vehicle all-inclusive daily rate with up to 60 km of use included	70	\$	\$

2018 Hourly rates (excluding applicable taxes)

Code	Function	# of Hours	Hourly Rate	Sub-Total
CL	Crew Leader	560	\$	\$
SO	Show Operator	560	\$	\$
VT	Video Technician/projectionist	560	\$	\$
GT	General Technician	560	\$	\$
GT	General Technician (Driver)	560	\$	\$
MT	Maintenance Technician	560	\$	\$
MAOP	Grand MA Programmer Operator	12	\$	\$

2018 Vehicle rate (excluding applicable taxes)

	# of days	Daily Rate	Total
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2019 Vehicle rate (excluding applicable taxes)

	# of days	Daily Rate	Total
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2020 Hourly rates (excluding applicable taxes)

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GT	General Technician (Driver)	560	\$	\$
MT	Maintenance Technician	560	\$	\$

MAOP	Grand MA Programmer Operator	12	\$	\$
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2020 Vehicle rate (excluding applicable taxes)

	# of days	Daily Rate	Total
Vehicle all-inclusive daily rate with up to 60 km of use included	70	\$	\$

EVALUATION SCENARIO SUMMARY TABLE (not to be filled out by the bidder)			
Year	Total costs for resources (excluding applicable taxes)	Total cost for vehicle (excluding applicable taxes)	Sub-total
2016	\$	\$	\$
2017	\$	\$	\$
2018	\$	\$	\$
2019 (option-year 1)	\$	\$	\$
2020 (option-year 2)	\$	\$	\$
Grand total for evaluation purposes (excluding taxes)			\$