



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Audio Visual Services	
<b>Solicitation No. - N° de l'invitation</b> EH713-172378/A	<b>Date</b> 2017-01-09
<b>Client Reference No. - N° de référence du client</b> 20172378	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-458-72197	
<b>File No. - N° de dossier</b> hn458.EH713-172378	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-01-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lee, Carlos	<b>Buyer Id - Id de l'acheteur</b> hn458
<b>Telephone No. - N° de téléphone</b> (819) 420-0336 ( )	<b>FAX No. - N° de FAX</b> (819) 953-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA National Capital Area (Gatineau) Phase III, Place du Portage 11 rue Laurier GATINEAU Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM DestinationPlant/Usine		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Audio Visual Services As detailed in the attached annex's	EH713	EH713	1	LOT	\$	XXXXXXXXXXXX	See Herein	

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

#### **2.1 Delivery Requirement**

The Conference will be held on March 7 – 9, 2017 at the Palais des Congrès in Montreal, Quebec.

### **3. Debriefings**

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

### **4. Trade Agreements**

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)



## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

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

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.



### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in [Ontario](#).

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

Section IV: Additional Information ( 1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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



## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **1.1 Exchange Rate Fluctuation Risk Mitigation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

### **1.2 Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **1.3 Additional Information**

#### **1.3.1 Contractor Representatives**

Name and telephone number of the person responsible for:

#### **General enquiries**

Name:

Telephone:

Facsimile:

E-mail:

#### **Delivery follow-up**

Name:

Telephone:

Facsimile:

E-mail:





## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **Evaluation Criteria**

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements **MUST** be submitted with the bid for evaluation

- Technical compliance (description of items/services as stated in the Annex's herein);

#### **1.2 Financial Evaluation**

##### **1.2.1 Pricing Basis**

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP destination, Canadian customs duties and excise taxes included.

### **2. Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

#### **5.2.1 Integrity Provisions – List of Names**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.





### 5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

#### 2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).



## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Carlos Lee**

Public Works and Government Services Canada

Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate

"HN" Division

7B3, Place du Portage, Phase III

11 Laurier Street

Gatineau, QC, K1A 0S5

Telephone: (819) 420-0336

Facsimile: (819) 953-4944

E-mail address: [Carlos.lee@pwgsc-tpsgc.gc.ca](mailto:Carlos.lee@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 5.2 Project Authority

Name: will be inserted at contract

Telephone: will be inserted at contract

Facsimile: will be inserted at contract

E-mail: will be inserted at contract

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a **firm unit prices**, as specified in the **contract**. Applicable Taxes are extra.

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



## **6.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

## **6.3 Single Payment**

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

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

## **7. Invoicing Instructions**

- (a) One (1) copy must be forwarded to the consignee.
- (b) The original and one (1) copy must be forwarded to the following address for certification and payment.

Events & Conference Management (ECM)  
395 Wellington St  
Ottawa, ON  
K1A 0S5  
Attention: Marc-Andre Croteau

- (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.  
Department of Public Works and Government Services  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC  
K1A 0S5  
Attention: Carlos Lee



## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) 2010A (2016-04-04) General Conditions – Goods (Medium Complexity);
- (c) Requirement;
- (d) Annex A – Statement of Work
- (e) Annex B – AV Equipment List & Pricing Sheet
- (f) Annex C – Commercial General Liability Insurance
- (g) Annex D - Visual Product Requirements
- (h) Annex E - Evaluation and Mandatory Criteria
- (i) the Contractor's bid dated \_\_\_\_\_





## **11. Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **12. Cancellation Fees**

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

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

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

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

## Annex A – Statement of Work

### **Background:**

Public Safety Canada (PSC), in collaboration with the United Nations Office for Disaster Risk Reduction (UNISDR), will be hosting the ‘Fifth Regional Platform for Disaster Risk Reduction in the Americas’, a three day conference taking place between March 7th and 9<sup>th</sup>, 2017 at the Palais de Congrès in Montreal, Quebec.

The Department of Public Service and Procurement (PSPC) via, the Events & Conference Management (ECM) branch and the Summits, Official Events and Management from Global Affairs Canada (GAC) requires a complete show production solution for this high-level event. There are three key areas of focus that may need to be accommodated: **audiovisual support** (including the provision of large-format, HD video/data displays, broadcast lighting, audio reinforcement, multi-camera image magnification (IMAG) and simultaneous interpretation equipment, as well as associated installation/operation labour), **staging** (provision of one custom-design/build stage, as well as a number of general-purpose staging sections as specified), and **graphic design/large-format printing** (for all interior signage, wire frame backdrops, and freestanding retractable banners). The requirement for **digital content creation** is also being considered. Within these four areas, maintaining a common look-and-feel in all conference spaces is paramount.

**\*\*IMPORTANT:** Load-in for all designated meeting rooms to occur on Monday, March 6<sup>TH</sup>, 2017 at 7:30 am. **\*\***

**A) AUDIOVISUAL SUPPORT: SEE ATTACHED ANNEX B** (*Please provide cost on the Annex B for all items listed*)

***\*\*NOTES: ROOM 517A, ROOM 710A & ROOM 710B \*\****

- Preference for all display, lighting and audio reinforcement equipment to be flown.  
***Please provide justification for ground installation for any of the equipment listed above.***
- Display requirements of this room:
  - Pan-format projection screen + HD projector(s) (screen dimensions & projector ANSI to be determined by the vendor. If this configuration is selected, a printed backdrop will be used.



**\*\*NOTES: ROOM 517A (continued) \*\***

- Projection layout to include background layer (graphics TBC) & up to five (5) window overlays – English, French and Spanish slide decks (equal dimensions & two IMAG windows (ideally smaller than the presentation windows, but also of equal dimensions). Please ensure that the image processor/switcher is capable of accommodating various source formats/layouts/configurations.
- All presentation computers supplied by client.
- Equipment and personnel must be show-ready by 7:00 am on Tuesday, March 7<sup>th</sup>.

**\*\*NOTES: PARALLEL SESSIONS – ROOM 710A & ROOM 710B\*\***

- Preference for all display, lighting and audio reinforcement equipment to be flown. ***Please provide justification for ground installation for any of the equipment listed above.***
- Projection layout to include background layer (graphics TBC) & up to three (3) window overlays – English, French and Spanish slide decks (equal dimensions). Please ensure that the image processor/switcher included is capable of accommodating various source formats/layouts/configurations.
- ***Please note that all supplementary production equipment & technical support for these rooms will be provided by the Events and Conference Management branch of Public Services and Procurement Canada (PSPC). The cost must only include the items listed.***
- All presentation computers supplied by client.
- Equipment and personnel must be show-ready by noon on Tuesday, March 7<sup>th</sup>.

**\*\*NOTES: MINISTERIAL MEETING – ROOM 510 ABCD \*\***

- Equipment must be show-ready by 7:00 on Tuesday, March 7<sup>th</sup> and personnel must be show-ready by 7:00 on Thursday, March 9<sup>th</sup>.
- All presentation computers supplied by client.

**\*\*NOTES: WORLDCAFÉ – ROOM 710A & ROOM 710B COMBINED (MARCH 9<sup>th</sup>)\*\***

- Equipment will stay the same from the parallel sessions (March 7<sup>th</sup> & 8<sup>th</sup>), the separation wall will be open to become one room. Audio/Video system must be able to merge into one system. Only one stage will be used for the presentation.
- All presentation computers supplied by client.



**\*\*NOTES: CLOSING PRESS CONFERENCE – ROOM 511AD\*\***

- Equipment must be show-ready by 7:00 on Tuesday, March 7<sup>th</sup> and personnel must be show-ready by noon on Thursday, March 9<sup>th</sup>.

**\*\*NOTES: OFFICIAL RECEPTION – ROOM 511BCEF\*\***

- Equipment and personnel must be show-ready by noon on Tuesday, March 7<sup>th</sup>.
- All presentation computers supplied by client.

**\*\*NOTES: MARKET PLACE / ‘IGNITE’ STAGE – ROOM 516ABCDE\*\***

- Equipment must be show-ready by 7:00 on Tuesday, March 7<sup>th</sup>.
- All presentation computers supplied by client.

**\*\*NOTES: UNIMIC AREA – ROOM TBD \*\***

- Equipment and personnel must be show-ready by 7:00 on Tuesday, March 7<sup>th</sup>.

## **B) STAGING:**

NB: \*\*Technical production area, camera positions and interpretation booths will be installed on standard 4 x 8 or 6 x 8 risers from the venue's inventory in all rooms as required\*\*

\*\*Vendor's pricing must include the provision of an on-site inventory of a minimum of 1000' of grey or black velour staging drape (13x16) & associated hardware.\*\*

### **PLENARY SESSIONS – ROOM 517A (SEE ATTACHED ANNEX D FOR SUGGESTED LAYOUT):**

- Main stage – Approximate dimensions 42' x 16' x 24", carpeted (colour TBC) with steps at both ends. Based on these dimensions, please provide a cost for design/build of a semi-circular or trapezoid (wide tapering to narrow) stage.

### **PARALLEL SESSIONS - ROOM 710A & ROOM 710B (ONE STAGE PER ROOM):**

- Main stage (20' x 8' x 24") – carpeted (colour TBC) with steps at one end.

### **PRESS THEATRE - ROOM 511AD (CLOSING PRESS CONFERENCE – MARCH 9TH):**

- Main stage (24' x 12' x 24") – carpeted (colour TBC) with steps at both ends.

### **OPENING RECEPTION– ROOM 511 BCEF:**

- Main stage (24' x 12' x 24") – carpeted (colour TBC) with steps at both ends.

### **MARKETPLACE/'IGNITE' STAGE:**

- Main stage (12' x 8' x 16") – carpeted (colour TBC) with steps at one end.

## **C) LARGE-FORMAT PRINTING - (SEE ATTACHED ANNEX D FOR COMPLETE LIST OF REQUIREMENTS) – Please provide a cost on the Annex B for the provision of graphic design, layout and production of all items listed.**



**ADDITIONAL INFORMATION: (SEE ATTACHED ANNEX E ‘EVALUATION & MANDATORY CRITERIA’ FOR ADDITIONAL REQUIREMENTS)**

- The successful vendor will specify its onsite requirements (i.e. electrical, internet/telephone access, furniture, etc.) including space requirements for installation of all production equipment. Provisions for any supplemental fees charged by the host venue for these and other services (rigging, storage, preferred vendor penalty, security, etc.) must be accounted for in the bidder’s initial pricing. Payment for charges accrued on-site and billed back to ECM following the event may be refused.
- To facilitate billing, all charges related to technical production services for this event, will be processed using a ‘Master Billing’ format. Subcontracted equipment and labour if required, must be included as part of the Vendor’s final bill. Remuneration for any such services is the sole responsibility of the primary vendor. Invoices received by ECM from any subcontractor, will be forwarded to the primary vendor for payment.
- Session times, room locations, equipment and labour requirements are subject to change on short notice. The successful vendor must be prepared to work in close and frequent contact with the teams from the Summits, Official Events and Management Office and/or the Events and Conference Management (ECM), to address these variances efficiently and with the highest degree of professionalism.

## **Annex C - 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 \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

**ANNEX B - AV Equipment List & Pricing Sheet**

Qty:	Plenary Sessions - ROOM 517A (March 7th - 9th):	Description:	# of Days:	Unit Price	Extended Price
	<b>VIDEO</b>				
1	16:9 Pan-format Fast-fold Projection Screen (**See Note in RFP Regarding Imaging Requirements**)		3		
	HD Projector w. Rigging Hardware (ANSI & Qty as Determined by Vendor)		3		
	Bayonet Mount Projector Lens (See Above Ref. To Projectors)		3		
1	Seamless Matrix Switcher Pkg. (Projection) - **See Note in RFP Regarding Imaging Requirements**		3		
1	4:4 Matrix Switcher (Confidence Monitors)		3		
4	50" LED Display w. Wedge (Speaker Reference Monitors & Countdown Timer)		3		
4	HD Camera Pkg. (Studio Config.)		3		
2	30:1 Zoom Lens		3		
1	HD Production Switcher Pkg. (Cameras)		3		
1	Solid State HD Recorder - Floor Audio (PGM Out From Production Switcher - 720p File format TBC)		3		
2	Perfect Cue (Master/Slave Configuration)		3		
	<b>STAGING/LIGHTING:</b>				
1	Backline Truss Pkg w. Skirting		3		
	1-Ton Chain Motor		3		
1	Motor Controller		3		
	20' x 40' Grey Velour Staging Drape		3		
1	FOH Truss Pkg w. Skirting		3		
	1-Ton Chain Motor		3		
1	Stage Lighting Pkg.		3		
1	Drape Uplighting Pkg.		3		
1	Dimmer		3		
1	Console		3		
1	200A 3-Phase Distro		3		
	<b>AUDIO:</b>				
2	Executive-Style Podium		3		
4	Slimline Podium Microphone		3		
45	Digital Push-to-Talk (PTT) Delegate Microphone		3		
1	Digital PTT Microphone CGU		3		
12	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)		3		
1	PC Audio Adapter		3		
1	Audio Console		3		
1	Audio Processing Rack		3		
1	FOH Line Array Pkg. w. Rigging Hardware (Sized to Accommodate an Audience of 800)		3		
2	Wedge PA (Stage Monitors)		3		
1	DSP/Amp Rack		3		
1	Digital Audio Recorder (Floor)		3		
8	16-Channel Media Feed Box (English, French, Spanish & Floor)		3		
1	Clearcom Base Station		3		
10	Clearcom Backpack w. Headset		3		



SIMULTANEOUS INTERPRETATION:			
3	Rigid Panel Interpretation Booth w. Lamps/Fans	3	
1	SI Rack (OCU, IR Transmitter, Audio Matrix)	3	
6	Interpreter's Desks w. Headsets	3	
	IR Radiator w. Stands (Qty. As Determined By Vendor)	3	
800	Multi-channel Receivers w. Headsets	3	
LABOUR/FREIGHT:			
1	Technical Coordinator - <b>All Rooms</b> (March 6th - 9th)		
1	Technical Coordinator OT (March 6th - 9th)		
	Load-In (March 6th)		
	Install (March 6th)		
	Install/Aim-Focus/Technical Systems Verification OT (March 6th)		
1	Operate - Projection/Switcher (March 7th - 9th)		
1	Operate - Projection/Switcher OT (March 7th - 9th)		
1	Operate - Presentations (March 7th - 9th)		
1	Operate - Presentations OT (March 7th - 9th)		
1	Operate - Video/Switcher (March 7th - 9th)		
1	Operate - Video/Switcher OT (March 7th - 9th)		
4	Operate - Camera (March 7th - 9th)		
4	Operate - Camera OT (March 7th - 9th)		
1	Operate - Lighting (March 7th - 9th)		
1	Operate - Lighting OT (March 7th - 9th)		
1	Operate - Audio (March 7th - 9th)		
1	Operate - Audio OT (March 7th - 9th)		
3	Operate - Receiver Attendant - <b>All Rooms</b> (March 7th - 9th)		
	Operate OT - Receiver Attendant (March 7th - 9th)		
	Dismantle/Load Out (March 9th)		
	Dismantle/Load Out OT (March 9th)		
1	Delivery/Transportation		
<b>Parallel Sessions - Room 710A &amp; 710B (March 7th &amp; 8th) 1 Pkg. Per Room / Worldcafé Session - Room 710AB (March 9th):</b>			
<b>VIDEO (Option 'A'):</b>			
1	16:9 Pan-format Fast-fold Projection Screen (**See Note in RFP Regarding Imaging Requirements**)	3	
	HD Projector w. Rigging Hardware (ANSI & Qty as Determined by Vendor)	3	
	Bayonet Mount Projector Lens (See Above Ref. To Projectors)	3	
1	Seamless Matrix Switcher Pkg.(Projection) - **See Note in RFP Regarding Imaging Requirments**	3	
1	4-4 Matrix Switcher (Confidence Monitors)	3	
4	42" LED Display w. Wedge (Speaker Reference Monitors & Countdown Timer)	3	
4	HD Camera Pkg. (Studio Config.)	3	
1	Solid State HD Recorder - Floor Audio (PGM Out From Production Switcher - 720p File format TBC)	3	
2	Perfect Cue (Master/Slave Configuration)	3	

AUDIO:				
1	Executive-Style Podium		3	
2	Slimline Podium Microphone		3	
10	Digital Push-to-Talk (PTT) Delegate Microphone		3	
1	Digital PTT Microphone CCU		3	
8	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)		3	
1	PC Audio Adapter		3	
1	Audio Console		3	
1	Audio Processing Rack		3	
1	FOH Line Array Pkg. w. Rigging Hardware (Sized to Accommodate an Audience of 350)		3	
1	Digital Audio Recorder (Floor)		3	
1	Powered Wedge PA (Stage Monitor)		3	
1	DSP/Amp Rack (if Required)		3	
<b><u>SIMULTANEOUS INTERPRETATION:</u></b>				
3	Rigid Panel Interpretation Booth w. Lamps/Fans		3	
1	SI Rack (CCU, IR Transmitter, Audio Matrix)		3	
6	Interpreter's Desks w. Headsets		3	
	IR Radiator w. Stands (Qty. As Determined By Vendor)		3	
300	Multi-channel Receivers w. Headsets		3	
<b><u>STAGING/LIGHTING:</u></b>				
1	Backline Truss Pkg w. Skirting		3	
	1-Ton Chain Motor		3	
1	Motor Controller		3	
	20' x 40' Grey Velour Staging Drape (Backline)		3	
1	FOH Truss Pkg w. Skirting		3	
1	Motor Controller		3	
1	Stage Lighting Pkg.		3	
1	Drape/Background Uplighting Pkg.		3	
1	Dimmer		3	
1	Console		3	
1	200A 3-Phase Distro		3	
<b><u>LABOUR:</u></b>				
	Load-In (March 6th)			
	Install (March 6th)			
	Install/Arm-Focus/Technical Systems Verification OT (March 6th)			
1	Operate - Video/Presentations (March 7th - 9th)			
1	Operate - Video/Presentations OT (March 7th - 9th)			
1	Operate - Audio (March 7th - 9th)			
1	Operate - Audio OT (March 7th - 9th)			
1	Operate - Lighting (March 7th - 9th)			
1	Operate - Lighting OT (March 7th - 9th)			
	Dismantle/Load Out (March 9th)			
	Dismantle/Load Out OT (March 9th)			



	<b>SMULTANEOUS INTERPRETATION:</b>			
3	Rigid Panel Interpretation Booth w. Lamps/Fans		3	
1	SI Rack (OCU, IR Transmitter, Audio Matrix)		3	
6	Interpreter's Desks w. Headsets		3	
	IR Radiator w. Stands (Qty. As Determined By Vendor)		3	
100	Multi-Channel Receivers w. Headsets		3	
	<b>STAGING/LIGHTING:</b>			
1	Ground-Supported Lighting Package (Fixtures, Stands, Dimmer, Console)		3	
	<b>ESTIMATED LABOUR:</b>			
	Load-In/Install (March 6th)			
	Install/Aim-Focus/Technical Systems Verification OT (March 6th)			
1	Operate - Audio (March 9th)			
1	Operate - Video Presentations (March 9th)			
1	Operate - Lighting (March 9th)			
	Dismantle/Load Out (March 9th)			
	<b>Official Reception (March 7th &amp; 8th) - Room 511BCEE</b>			
	<b>AUDIO:</b>			
2	Slimline Podium Microphone		2	
2	UHF Wireless Microphone Kit (Handheld Transmitter) w. Floor Stand		2	
1	Audio Console		2	
1	Audio Processing Rack		2	
1	FOH Line Array Pkg. w. Rigging Hardware (Sized to Accommodate an Audience of 800)		2	
1	DSP/Amp Rack			
	<b>STAGING/LIGHTING:</b>			
1	Truss Pkg w. Skirting		2	
1	1-Ton Chain Motor		2	
	Motor Controller		2	
	20' x 40' Grey Velour Staging Drape (Backline)		2	
1	FOH Truss Pkg w. Skirting		2	
	1-Ton Chain Motor		2	
1	Stage Lighting Pkg.		2	
1	Ambience Lighting Pkg.		2	
1	Dimmer		2	
1	Console		2	
1	200A 3-Phase Distro		2	

ESTIMATED LABOUR:				
Load-In/Install (March 6th)				
Install/Aim-Focus/Technical Systems Verification OT (March 6th)				
1	Operate - Audio (March 7th - 8th)			
1	Operate - Audio OT (March 7th - 8th)			
1	Operate - Lighting (March 7th - 8th)			
1	Operate - Lighting OT (March 7th - 8th)			
Dismantle/Load Out (March 9th)				
<b>Market Place / 'Ignite Stage' (March 7th &amp; 9th):</b>				
<b>VIDEO:</b>				
1	85" LED Display w. Floor Stand		3	
2	42" LED Display w. Wedge (Speaker Reference Monitor & Countdown Timer)		3	
1	Perfect Cue		3	
2	HD PTZ Camera Pkg.		3	
1	HD Production Switcher w. PTZ Controller			
<b>AUDIO:</b>				
2	Slimline Podium Microphone		3	
1	UHF Wireless Microphone Kit (Handheld Transmitter) w. Floor Stand		3	
2	UHF Wireless Microphone Kit (Lapel or Headset Transmitter)		3	
1	PC Audio Adapter		3	
1	Audio Console		3	
1	Audio Processing Rack		3	
1	Ground-Supported PA System (Sized to Accommodate 50)		3	
1	DSP/Amp Rack		3	
<b>LABOUR COST:</b>				
Load-In/Install (March 6th)				
1	Operate - Audio (March 7th - 9th)			
1	Operate - Cameras/Switcher (March 7th - 9th)			
Dismantle/Load Out (March 9th)				
Dismantle/Load Out OT (March 9th)				
<b>VISUAL PRODUCT REQUIREMENTS (Annex D):</b>				
Backdrops				
Signage				
<b>STAGING:</b>				
Room 517A			3	
Room 710A & 710B			3	
Room 511AD			3	
Room 511 BCEF			3	
Market Place			3	
<b>Total Cost</b>				

## **ANNEX D - Visual Product Requirements**

### **1.1 Backdrops:**

#### **a) Deliverables/Tasks/Technical Specifications:**

<b>Backdrop requirements</b>	<b>Quantity</b>	<b>Size</b>
<b>Press Theatre</b>	<b>1</b>	8'H x 20'W
<b>Ignite Stage</b>	<b>1</b>	8'H X 12'W
<b>Social Media Area</b>	<b>1</b>	8'H X 12'W
<b>Interview Area</b>	<b>1</b>	8'H X 10'W
<b>Bilateral room</b>	<b>1</b>	8'H X 10'W

#### **b) Constraints:**

- a) The Client is to provide the Contractor with a digital copy of the artwork upon award of the contract
- b) Backdrop dimensions may change. The Client will advise the Contractor accordingly.
- c) The Supplier will format, print and produce all backdrops according to the requirements
- d) Digital proofs of all signs should be prepared for (Feb 7, 2017).
- e) All backdrop to be printed and delivered to the Palais de Congrès on March 5<sup>th</sup>, 2017.

## **1.2 Signage:**

### **a) Deliverables/Tasks/Technical Specifications:**

<b>Signage requirements</b>	<b>Quantity</b>	<b>Size</b>
<b>Podium signs</b>	<b>6</b>	<i>Size and specifications TBD</i>
<b>Retractable banner stand</b>	<b>40</b>	Base Size: 36"W x 8.5"H x 3.5"D  Display    Total    Height:    88"
<b>Banner</b>	<b>40</b>	Graphic Size: 33.5"W x 80"H plus a 6" bleed on the bottom to lead into the roller.  Carry Bag: 39" x 13" x 5"  Graphic Banner Material: 18 oz, Opaque, Super Smooth Vinyl

### **b) Constraints:**

- a) The Client is to provide the Supplier with a digital copy of the artwork upon award of the contract
- b) The Contractor will format, print and produce all retractable banners according to requirements
- c) Digital proofs of all signs should be prepared for (Feb 7, 2017).
- d) All retractable banners and banner stands to be delivered to the Palais de Congrès on March 5<sup>th</sup>, 2017.

## **Annex E - Evaluation and Mandatory Criteria**

### **Evaluation criteria:**

The Vendor's bid must contain information corresponding to all evaluation criteria included in this section. The information must be sufficient to allow the bid to be assessed as a whole and should include examples.

1- The Vendor must show through a specific example, that it is able to provide services 7 days a week, 24 hours a day before and during the event.

2- The Vendor must demonstrate that it, as a company has been in business for at least five years in Canada, specifically in the areas of audiovisual production and conference logistics.

3- The Vendor must show that it has successfully completed a minimum of two (2) special event contracts or high level meetings of similar scope valued at over \$100,000.00 in the past (5) five years. A letter of reference from a previous client that clearly demonstrates how the Vendor was responsible for successfully planning/implementing a show production solution under very tight deadlines must be included.

4- The Vendor must include copies of the curriculum vitae for the proposed Technical Production Coordinator, who will act as the on-site liaison with members of ECM & GAC's production team, as well as the Lead Technical Services representatives for the following departments: Data/Projection, Video, Audio & Lighting. All personnel must have a minimum of three (3) years demonstrated experience providing technical support in their area of specialization, to projects of similar complexity. In particular, the Production Coordinator's work summary must clearly demonstrate the individual's ability to multi-task, respond to changes on short notice, and to lead/supervise teams. In the event that the proposed Technical Production Coordinator is unable to perform the tasks described above, the firm shall provide a replacement with the same or higher level of experience, to ensure seamless continuity of service. A copy of the replacement's curriculum vitae will also be required, should the need arise.

5- The Vendor must demonstrate that they have appropriate supplier facilities (warehouse, storage) within a 50 km radius of the Palais de Congès. Please provide map.

6- The Vendor must show that it has access to appropriate transport in order to provide timely delivery of goods to the facilities. Please provide type of transport vehicle.

7- The Vendor must demonstrate that they have access to sufficient equipment inventory numbers that will satisfy the base numbers included in this RFP. Please provide inventory details.



**Mandatory criteria:**

The Vendor's bid must contain information corresponding to all mandatory criteria included in this section. The information must be sufficient to allow the bid to be assessed as a whole and should include examples.

1 - The Vendor must demonstrate that its primary area of business is the provision of professional-quality audiovisual equipment and highly skilled production labour. The Vendor should provide a detailed description of its products/services, and provide a portfolio of at least two (2) past projects. Please provide the CV's of the section head, Director, Head Lighting, Head sound, Head Video for these projects.

2 - The Vendor must demonstrate that it has full set design/production facilities available to them in the Montreal area. Production facilities must be able to produce and install pre-fabricated and custom-designed staging components and set pieces, on various types of material, within a reasonable timeframe. The Vendor should provide a portfolio of at least two (2) past projects.

3 - The Vendor must demonstrate that it has full graphic production facilities available to them in the Montreal area. Production facilities must be able to produce graphics on various types of material within a reasonable timeframe. The Vendor should provide examples of the types of graphics it can produce, as well as a portfolio of at least two (2) past projects.

4 – The Vendor must demonstrate that it has a minimum of five (5) years' experience providing live video streaming/hosting services for events of a similar scope. Two previous examples and/or links to archived meetings must be included.

5 - Reliability Level Status is required of all staff scheduled to provide on-site technical support. Please provide list of staff and proof of security status.