



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

1550 Avenue d'Estimauville

1550 D'Estimauville Avenue

Québec

Québec

G1J 0C7

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

TPSGC - PWGSC

601 - 1550 Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet G7-General Services and material	
Solicitation No. - N° de l'invitation 08C03-170351/A	Date 2017-12-22
Client Reference No. - N° de référence du client 08C03-170351	
GETS Reference No. - N° de référence de SEAG PW-\$QCW-024-17293	
File No. - N° de dossier QCW-7-40248 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-31	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jean, Serge	Buyer Id - Id de l'acheteur qcw024
Telephone No. - N° de téléphone (418) 649-2882 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Affaires étrangères, Commerce et Développement Canada 29 RUE DE VARENNES Ottawa Ontario K1A 0G2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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BY PROVIDING INFORMATION ON ITS STATUS, WITH RESPECT TO BEING A FORMER PUBLIC SERVANT IN RECEIPT OF A <i>PUBLIC SERVICE SUPERANNUATION ACT</i> (PSSA) PENSION, THE CONTRACTOR HAS AGREED THAT THIS	

Solicitation No. - N° de l'invitation
08C03-170351/A
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2017-0351

Amd. No. - N° de la modif.
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QCW-7-40248

Buyer ID - Id de l'acheteur
qcw024
CCC No./N° CCC - FMS No./N° VME

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.		18
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments and any other annexes.

1.2 Summary

1.2.1 General

The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec June 8th & 9th, 2018. The Summit will generate public interest worldwide and will once again showcase Canada on the world stage. The Summit Management Office, part of Global Affairs Canada, will organise the event and requires the services of a General Services Contractor & Decorator to provide temporary furnishings and infrastructure to various sites across the region.

The purpose is to contract with a company who will provide a broad range of services, including but not limited to, equipment and furniture rentals, modular wall systems, rental carpeting, logistics, event management services, graphic design and sign production in a comprehensive and cost effective manner.

The intention is to contract with a company who can supply a wide range of quality inventory and a high level of service. The company will work in a unique environment and manage a compressed schedule for planning and implementation while maintaining the standards that are expected from the Government of Canada as per Annex A – Statement of Work.

The contract will be in effect from the date of award until July 31st, 2018.

1.2.2 Security Requirements

There are security requirements associated with this requirement.

1.2.3 National Security Exception

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

1.2.4 Bidders' conference

There is a bidders' conference associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions.

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 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](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPSs 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 Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

-
- f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Québec.

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.

2.6 Bidders' Conference

A bidders' conference will be held at 234 Laurier Avenue West, Ottawa, On, K1P 6K6, on 19 January 2018. The conference will begin at 13:00 and should end at 16:00. Bidders should present themselves at the commissioner's office downstairs. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than 18 January 2018 at 10:00 AM.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.6.1 Confidentiality Agreement

Bidders must sign and provide the signed Annex "G" Confidentiality agreement as well as the names of the individuals who will be participating in the telephone conference by no later than January 18, 2018, 10:00 AM. Bidders participating in the Bidder's conference must email the completed form and participant information to: serge.jean@tpsgc-pwgsc.gc.ca

2.7 Site Visit

There will be no site visit.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (4 hard copies and 1 soft copy on USB Key)
- Section II: Financial Bid (2 hard copies and 1 soft copy on USB key)
- Section III: Certifications (1 hard copy and 1 soft copy on USB key)
- Section IV: Additional Information (1 hard copy and 1 soft copy on USB key)

***All the Sections may be saved on the same USB Key as long as each section is a separate file.**

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability to meet criteria at annexes C and D and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E Electronic Payment Instruments, to identify which ones are accepted.

If Annex E Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Section IV: Additional Information Precedent to Contract Award

3.1.3 List of names for integrity verification form (Excerpt from the Government of Canada's Integrity Regime site)

Requirements

Section 17 of the Ineligibility and Suspension Policy requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names
- Suppliers may use this form to provide the list of names with their bid or offer submission. Link to on-line form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex C and D.

4.1.2 Financial Evaluation

The price of the proposal will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 140 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 200 points.
2. Bids not meeting a or b or c will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received. All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and will receive no further consideration. The remaining price proposals are rated as follows:
 - o The lowest price proposal receives a Price Rating of 100

- On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.
 - The Price Rating is multiplied by the applicable percentage to establish the Price Score.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

5.2.2 Former Public Servant

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

Definitions

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

- e. an individual;
- f. an individual who has incorporated;
- g. a partnership made of former public servants; or
- h. 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 FPSs in receipt of a pension, as applicable:

- c. name of former public servant;
- d. 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 Adjustment Directive

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

If so, the Bidder must provide the following information:

- h. name of former public servant;
- i. conditions of the lump sum payment incentive;
- j. date of termination of employment;
- k. amount of lump sum payment;
- l. rate of pay on which lump sum payment is based;

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QCW-7-40248

Buyer ID - Id de l'acheteur
qcw024
CCC No./N° CCC - FMS No./N° VME

-
- m. period of lump sum payment including start date, end date and number of weeks;
 - n. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact SMOSecurity-SecuriteBGS@international.gc.ca

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

6.3 Insurance Requirements - Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7.

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

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The contractor must perform the Work in accordance with the Statement of Work in Annex A.

7.2 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

[2035 \(2016-04-04\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact SMOSecurity-SecuriteBGS@international.gc.ca

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 July 2018 inclusive.

7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Serge Jean
Title: Supply Specialist

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QCW-7-40248

Buyer ID - Id de l'acheteur
qcw024
CCC No./N° CCC - FMS No./N° VME

Public Works and Government Services Canada
Acquisitions Branch
Address: 601-1550 Av. D'Estimauville, Québec (Québec) G1J 0C7
Telephone: 418-649-2882
E-mail address: Serge.Jean@tpsgc-pwgsc.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.

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail address: _____

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organisation: _____
Address: _____
Phone: ____-____-____
FAX: ____-____-____
E-Mail: _____

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 Payment

7.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____.
Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

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

whichever comes first.

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

7.7.3 Paiements multiples

Le Canada paiera l'entrepreneur lorsque des unités auront été complétés et livrés conformément aux dispositions de paiement du contrat si :

- a. une facture exacte et complète ainsi que tout autre document exigé par le contrat ont été soumis conformément aux instructions de facturation prévues au contrat;
- b. tous ces documents ont été vérifiés par le Canada;
- c. les travaux livrés ont été acceptés par le Canada.

7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.6 Discretionary Audit

C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services.

7.7.7 Time Verification

C0711C (2008-05-12) Time Verification

7.8 Invoicing Instructions

7.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and as detailed below. Claims cannot be submitted until all work identified in the claim is completed.

7.8.2 The Contractor must issue and distribute invoices as follows:

7.8.2.1 The original must be sent to the address on page 1 of the contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions 2035 (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Mandatory Technical Requirements
- (f) Annex D, Rated technical Requirement
- (g) Annex F, Non-Disclosure Agreement
- (h) The Contractor's bid dated _____, (*insert date of bid*), as clarified on _____ " **or** ", as amended on _____".

7.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX A - STATEMENT OF WORK

GENERAL SERVICES AND EXHIBIT MATERIAL RENTAL

TO BE SUPPLIED, DELIVERED AND INSTALLED IN:

**THE MUNICIPALITY OF LA MALBAIE, PROVINCE OF QUÉBEC
AT THE FAIRMONT MANOIR RICHELIEU (LMR)
181 RUE RICHELIEU
LA MALBAIE, CHARLEVOIX, QUÉBEC**

AND

**THE CITY OF QUÉBEC, PROVINCE OF QUÉBEC
AT THE INTERNATIONAL MEDIA CENTRE
LOCATION TO BE DETERMined
QUÉBEC CITY, QUÉBEC**

AND

**THE MUNICIPALITY OF BAGOTVILLE, PROVINCE OF QUÉBEC
AT CFB (3 WING) BAGOTVILLE (BFC)
7000 CHEMIN DE L'AÉROPORT
SAGUENAY-BAGOTVILLE, QUÉBEC**

AND

OTHER SITES TO BE DETERMINED IN THE PROVINCE OF QUÉBEC

FOR THE OCCASION OF

**THE G-7 LEADERS SUMMIT
JUNE 8 & 9, 2018
LA MALBAIE, QUÉBEC**

**Prepared by the
Summit Management Office (S.M.O.)
Global Affairs Canada (GAC)
Ottawa, Ontario & Québec City, Québec**

December 20th, 2017

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QCW-7-40248

Buyer ID - Id de l'acheteur
qcw024
CCC No./N° CCC - FMS No./N° VME

1 - Introduction:

The Government of Canada will be hosting the 2018 G7 Summit, to be held in the Province of Québec on June 8th and 9th, 2018.

The Summit Management Office of Global Affairs Canada has been tasked with the organization, planning and delivery of this summit at various venues in the Saguenay and Québec City regions of Québec. As part of the requirement for these events, Canada will host the G-7 Leaders Summit in La Malbaie, Québec at the Fairmont Manoir Richelieu resort with press and peripheral events at the International Media Centre in Québec City. The G7 Meeting will take place from June 8, 2018 to June 9, 2018. Over the course of the week, there will be more than 8,000 delegates and members of the press in the Charlevoix Region, Québec City and the surrounding area. The infield at Canadian Forces Base Bagotville and other sites in the region will also be key venues and will serve both the G7 Summit in La Malbaie as well as delegations and press in Québec City.

2 - General Conditions:

The Contractor must lease all the required equipment with the corresponding schedule at all sites related to the G7 Summit, for the duration of the events, including installation and dismantling. Contractor's representatives shall be present in La Malbaie and Québec City from May 26th to June 10th, 2018

The Contractor's services may be needed 24 hours a day, seven days a week, in accordance with the installation and dismantle schedule. A draft production schedule will be presented during the Bidder's Conference.

For the period of June 6th to June 10th, the Contractor must have a representative and service crew available 24 hours a day. On the occasion that there is an issue that demands immediate attention, the Contractor must respond within an hour of a service call being made. In addition, the service crew must be able to be on site within two hours of a service call being made.

The Contractor and his employees must respect the routine internal policies of the Fairmont Manoir Richelieu, any venue contracted in Québec City, CFB Bagotville and Jean-Lesage Airport whilst performing their duties. It will be the responsibility of the selected Contractor to know, understand and respect any union jurisdictions that exist at any of the venues. All employees and representatives of the Contractor shall abide by all rules and regulations of the facility and of all security agencies and forces associated with the Summit Management Office.

All work done for the installation, maintenance and dismantling of the rental equipment or services provided must be done in accordance with the Loi sur les normes du travail of the Province of Québec. All work must be done in a safe manner and workers must have appropriate certifications for the use of heavy equipment (forklifts, raised platforms, etc).

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

All personnel required on site(s) during the actual event must obtain, in advance, a photo accreditation issued by the SUMMIT MANAGEMENT OFFICE (SMO) Secretariat. Location and instructions on photo accreditation will be provided by the Conference Authorities at a later date. While there is no cost for Accreditation, any hourly or salary remuneration costs incurred to obtain the necessary clearance of its employees or subcontractors will be the responsibility of the Contractor. Location and instructions on photo accreditation will be provided by the Summit Management Office to the successful bidder.

The contractor must comply with all security requirements, instructions and measures it is given by the Royal Canadian Mounted Police or Global Affairs Canada for the duration of the contract.

The Summit Management Office will endeavour to arrange for limited accommodation space during the working period. Reservations and room allocations will be ensured by the Project Authority however, accommodation costs will be the responsibility of the contractor at approximately three hundred dollars per night. Any rooms arranged for by the Summit Management Office will be double occupancy. The Contractor will be responsible for all meals, per diems and travel expenses of its employees. In some instances, meals may be provided to supplier personnel during the time of the Summit if those personnel are restricted to a secure area.

The contractor will be responsible for the handling, warehousing and transportation of materials between the shipping and receiving docks and the given rooms with the exception of heavy or motorized equipment belonging to the Fairmont Manoir Richelieu, the International Media Centre, CFB Bagotville which will be handled by the staff of those facilities or their representatives.

Services must include the delivery of the exhibition material, as described in "**Appendix A**", installation, assembly, set up and dismantling of equipment, and the services of a contractor's representative on site to act as liaison between the Conference Authorities indicated below, and a service crew at all sites. The main site for the G7 is the Fairmont Manoir Richelieu located in La Malbaie, Province of Québec. The International Media Centre

will be at a facility yet to be determined in Québec City, Province of Québec. All events may have satellite venues and, other venues or sites may be added or identified by the S.M.O. at a later date.

Transportation of material owned by the Contractor to the venue is at the Contractors expense, unless agreed upon between the Contractor and the Project Authority or accepted representative of the S.M.O. No tariffs, bonds, tolls, fuel surcharges or incidental charges in relation to having the Contractors inventory on site will be authorized by the Project Authority.

Department of Global Affairs Canada (DGAC), as a host, may have a requirement to place greenery throughout the sites at the Fairmont Manoir Richelieu and/or the International Media Centre and the surrounding areas. Greenery may be required at offsite venues, yet to be identified, but located in the Saguenay Region and the surrounding area. The successful bidder will also provide required care and maintenance for the duration of the event. Greenery requirements are identified in "**Appendix B**", attached.

The Contractor may be required to produce a variety of signage including but not limited to directional signage, pop-up displays, room identification signs, registration signage and banners, in both official languages. The Contractor must be able to produce the signage in-house and/or with a sub-contractor whose standards meet those of the Contractor; some requests may come with little notice. The contractor must be able to respond to the signage production demands within 24 hours. All signage should be produced on recycled and recyclable materials. Signage requirements are identified in "**Appendix C**". The text and format will be supplied by the Conference Authorities when the contractor has been identified. A sample of the text and format required will be supplied at the Bidder's Conference to be held, date to be determined.

The Contractor will be required to provide management and labour services throughout the planning and execution of the events. Management and labour services are defined but not limited to the requirements outlined in "**Appendix D**".

The technical specifications of "Modular wall systems" which will be installed where necessary at the above locations, are included in "**Appendix E**". Floor Plans and layout of the Modular wall system will be made available for viewing at the Bidders' Conference.

An Order Identifier Protocol as described in "**Appendix F**" of this document will be required. This will ensure that each of the Contractor's work order includes a reference to event, site, location and room/area to allow for proper invoicing and logistical tracking. This reference must remain consistent through all work orders and it will be the responsibility of the Contractor and its representatives that it is noted on all work orders.

It is the intent of this Statement of Work and accompanying floor plans, "**Appendix G**", to provide the Contractor with an accurate layout of the room configurations.

Although supplying new equipment and furniture is not mandatory, all equipment must be flawless: no scratch, chips or any other defect. The Contractor will ensure that all equipment and furniture shall be installed, cleaned, tested and serviceable before the event. Furniture and equipment supplied by the Contractor must be of consistent size, style and quality across the board. General furniture and equipment that is not consistent in style and size is not acceptable.

An installation and event schedule shall be supplied to the Contractor following the award of the contract.

All quantities identified in "**Appendices A, B and C**", although realistic, are estimates and not necessarily the basis of the financial proposal. All pricing should be quoted by unit, the quantities are included to only ensure that potential bidders recognize the volume of equipment necessary. A final requirement of inventory will be provided to the successful bidder on or before Friday May 25, 2018. For inventory items listed in "**Appendices A, B and C**" that are requested after May 25, 2018, the successful bidder may charge a premium of 15% to the unit price of the item. Management and labour services outlined in "**Appendix D**" will not be subject to the 15% premium charge.

3 - Contractor's Representative:

The Contractor's representative (Coordinator) will act as a liaison between the client (GAC) and the Contractor's main office. The Coordinator will need to attend meetings with the client throughout the planning phase of the project, these meetings will take place in Ottawa Ontario, Québec City and La Malbaie, Québec. The Coordinator may be needed to embed themselves with the client ranging from 1 day per week to a full-time basis with an assumption that a total of 20 planning days in either Ottawa, ON, LaMalbaie, QC or Quebec City, QC. These planning days would not include the event installation days starting on May 27th, 2018.

- He/she must have on his/her person an activated cell phone available at all times. Expenses of the phone to be paid by the contractor.
- The Contractor must provide the Coordinator with a laptop computer and mobile wifi hotspot for their use through the duration of the project.
- He/she must have at least three (3) years of experience at a management level and also as a contractor's representative, working on one or more projects of a comparable complexity and a major international event, within the last 12 years. A viable resume of experience will be required and the S.M.O. retains the right to interview any candidate that the Contractor puts forward for this position. This will be part of the evaluation criteria in selecting the Contractor.
- He/she must attend management and coordination meetings, which will often be scheduled and held in Ottawa, La Malbaie or Québec City with little notice. Those meetings will be held in both French and English, therefore he/she requires a working knowledge of both languages. During the event, the working language at all venues and the surrounding areas will be French.
- He/she will have the responsibility to ensure that all duties and services be provided within the specified time lines.
- He/she will supervise his/her employees and subcontractors, including any service crews at all times.
- All travel, accommodation, per diems and incidental costs for this employee are to be at the Contractors expense.

4 – Signage Coordinator & Graphic Designer:

A Signage Coordinator will act as liaison between the client (GAC) and the Contractor's sign production facility. This position will require that the Signage Coordinator is in contact on a regular basis with representatives of the S.M.O. and may need to attend conference calls or meetings held in Ottawa Ontario, Québec City or La Malbaie Québec. The Signage Coordinator will also need to be on site at the Québec City venues during the install dates.

- He/she must have on his person an activated cell phone available at all times. Expenses of the phone to be paid by the contractor.
- The Contractor must provide the Signage Coordinator with a laptop computer or tablet for their use through the duration of the project.
- He/she may need to attend management and coordination meetings, which will often be scheduled and held in Ottawa, La Malbaie or Québec City. Those meetings will be held in both French and English, therefore he/she requires a working knowledge of both languages. During the event, the working language at all venues and the surrounding areas will be French
- All travel, accommodation, per diems and incidental costs for this employee are to be at the Contractors expense.

A Graphic Designer will work on behalf of the S.M.O. but within Contractor's offices. The Graphic Designer will use graphic background files and signage templates provided by the S.M.O. but insert text and graphic elements as required for completion of the graphic files. This position will work closely with the Signage Coordinator but will also be in regular contact with representatives of the S.M.O. and may need to attend conference calls or meetings held in Ottawa Ontario, Québec City or La Malbaie Québec.

- He/she must be available by telephone and email during regular working hours.
- The Contractor must provide the Graphic Designer with any necessary resources to complete the task through the duration of the project.
- He/she may need to attend planning meetings, which will be held in Ottawa or Québec City Those meetings will be held in both French and English, therefore he/she requires a basic knowledge of both languages.
- All travel, accommodation, per diems and incidental costs for this employee are to be at the Contractors expense.

5 - Service crew(s):

Two Service Crews will be needed with an option for the S.M.O. to ask for a third. Service crews must be available before, during and after the event, as deemed necessary, for work at the Conference main sites, La Malbaie, Quebec City and possibly Charlevoix/Bagotville, Province of Quebec. Service Crews will be used for a variety of tasks including the movement of equipment to and from the various rooms and loading dock. Crews must have sufficient moving equipment available at the all venues and in the surrounding areas during these times.

A Site Manager must be identified for every venue prior to the event and must be equipped with an activated cell phone available at all times, provided by the Contractor. Expenses of the phone are to be paid by the Contractor. These Site Managers will liaise with the client and act as the Contractor's Representative (Coordinator) if the designated supervisor is absent. During the event, in the Fairmont Manoir Richelieu, major convention facilities in Québec City, CFB Bagotville and the surrounding areas, the working language will be French however a working knowledge of English may also be required for the Site Managers. A two hour notice will be given to the Contractor by the Conference Authorities to perform related tasks at all sites.

Mobile service crews must be available before during and after the event, as deemed necessary, to move materials to or from the Fairmont Manoir Richelieu, in or around Québec City, CFB Bagotville and the surrounding areas. A Lead-hand will be identified for every service crew prior to the event and must be equipped with an activated cell phone available at all times. Expenses of the phone are to be paid by the contractor. This Lead-hand will liaise with the Conference Authorities, acting as the Contractor's Representative if the designated supervisor is absent, must speak French and have a basic understanding of English. The driver(s) of the vehicle must be familiar with the city of La Malbaie and/or Québec City and surrounding areas. This crew will comprise of two (2) persons, a cube van and all necessary moving equipment i.e.: packing blankets, dollies etc. supplied and paid for by the contractor.

The schedule for peripheral activities will be provided by the Conference Authorities. During movement by the service crews, no vehicle will idle at any time or location for the entire duration of the event.

APPENDIX A

BASIC FURNISHINGS

ITEM #	ITEM	DESCRIPTION	EST. QTY.
1.10	Message board	Moveable, can be used as a message board or partition. Cork/fabric. 8' ft wide x 4ft high. Adjustable height 6' ft to 8' ft.	32
1.11	6' Table	Standard rental tables 72" x 24" (or similar) with folding legs – white vinyl topped and skirted with fabric skirt – colour t.b.d.	244
1.12	8' Table	Standard rental tables 96" x 24" (or similar) with folding legs – white vinyl topped and skirted with fabric skirt – colour t.b.d.	56
1.13	4' Table	Standard rental tables 48" x 24" (or similar) with folding legs – white vinyl topped and skirted with fabric skirt – colour t.b.d.	44
1.14	6' Table High	Standard rental tables 72" x 24", 42" high with folding legs – white vinyl topped and skirted with fabric skirt – colour t.b.d.	14
1.15	4' Table High	Standard rental tables 48" x 24", 42" high with folding legs – white vinyl topped and skirted with fabric skirt – colour t.b.d.	14
1.16	6' Table Plain	Standard rental tables 72" x 24" (or similar) with folding legs – white vinyl topped without skirt but free of staples.	270
1.17	60" Round Table	Standard rental tables 60" Round with folding legs – including white fabric table cloth/covering.	8
1.18	72" Round Table	Standard rental tables 72" Round with folding legs – including white fabric table cloth/covering.	2
1.19	6' Classroom Table	Standard rental tables 72" x 16" with folding legs – white vinyl topped and skirted with fabric skirt – colour to be black.	8
1.20	Coat trees	Chromed steel self standing c/w balanced base to ensure stability, colour consistent.	112
1.21	Garment Rack	Chromed steel self standing c/w balanced base to ensure stability, colour consistent.	18
1.22	Stanchion	Belt type stanchion, chrome with black belt.	120
1.23	Easels	Sturdy steel or aluminium construction, adjustable height to hold various sizes.	46
1.24	Sign Holders	Metal Sign holders to fit a standard 22" x 28" sign.	56
1.25	Side Chair	Standard fixed leg stacking chairs, fabric back and seat. Colour to be consistent – chrome or black with grey or black fabric.	1088
1.26	Arm Chair	Standard fixed leg stacking arm chairs, fabric back and seat. Colour to be consistent – chrome or black with grey or black fabric.	60
1.27	Steno Chair	Standard steno chairs with gas lift mechanism on casters. Colour to be consistent – grey or black.	104

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1.28	Folding Chair	Standard folding stacking chairs, plastic back and seat. Colour to be consistent - neutral colours acceptable.	200
1.29	Steno Stool Chair	Raised steno chairs for counter height with gas lift on casters. Colour to be consistent – grey or black.	18
1.30	Wastebasket Small	6-10 litre plastic or cardboard wastebasket (or similar). Colour to be consistent – grey or black. Supplied with 6 liners each	126
1.31	Wastebasket Large	20-32 litre plastic wastebasket (or similar). Colour to be consistent – grey or black. Supplied with 6 liners each	104
1.32	Trash Can	120 litre heavy duty plastic trash can (or similar), black or neutral acceptable.	18
1.33	Recycle Basket	20-32 litre plastic recycle can (or similar) with logo, blue.	36
1.34	Recycle Can	120 litre heavy duty plastic recycle can (or similar) with logo, blue.	14
1.35	Recycle Bin	Recycle bin 20"x 14", 12" high (or similar), blue plastic with logo.	114

DRAPE

ITEM #	ITEM	DESCRIPTION	EST QTY
2.10	8' Drape	Show drape, 8 ft high, in various colors (blue, black, red, grey), c/w metal uprights, crossbars and plates. Per linear foot.	710
2.11	12' Drape	Show drape, 12 ft high, in various colors (blue, black, red, grey), c/w metal uprights, crossbars and plates. Per linear foot.	10
2.12	3' Drape	Show drape, 3 ft high, in various colors (blue, black, red, grey), c/w metal uprights, crossbars and plates. Per linear foot.	100
2.13	12' Velour Drape	Velour AV Drape, 12 ft high, black, c/w metal uprights, crossbars and plates. Per linear foot.	60
2.14	16' Velour Drape	Velour AV Drape, 16 ft high, black, c/w metal uprights, crossbars and plates. Per linear foot.	60

STAGING

ITEM #	ITEM	DESCRIPTION	EST QTY
3.10	8' Platform Stage	Standard stage platform, 4 ft x 8 ft, adjustable to various heights (8" to 24") with steps and skirt if needed.	120
3.11	4' Platform Stage	Standard stage platform, 4 ft x 4 ft, adjustable to various heights (8" to 24") with steps and skirt if needed.	14
3.12	4' x 24' Platform Stage - Low	Standard stage platform, 4 ft x 24 ft, adjustable to various heights (6" to 24") with railings, steps and skirt if needed.	9
3.13	4' x 32' Platform Stage - Low	Standard stage platform, 4 ft x 32 ft, adjustable to various heights (6" to 24") with railings, steps and skirt if needed.	4
3.14	4' x 40' Platform Stage - Low	Standard stage platform, 4 ft x 40 ft, adjustable to various heights (6" to 24") with railings, steps and skirt if needed.	2
3.15	4' x 24' Platform Stage - High	Standard stage platform, 4 ft x 24 ft, adjustable to various heights (24" to 48") with railings, steps and skirt if needed.	3
3.16	4' x 32' Platform Stage - High	Standard stage platform, 4 ft x 32 ft, adjustable to various heights (24" to 48") with railings, steps and skirt if needed.	3
3.17	4' x 40' Platform Stage - High	Standard stage platform, 4 ft x 40 ft, adjustable to various heights (24" to 48") with railings, steps and skirt if needed.	1

COUNTERS

ITEM #	ITEM	DESCRIPTION	EST QTY
4.10	Info Counter	Standard information/registration 2m counter bi-level with accessories for sign posting.	16
4.11	1m Counter	Standard modular counter 1m wide by .5m deep, 1m height. Aluminium frame with insert panels black, grey, white.	7
4.12	Display Pedestal	Standard square display pedestal 24" x 24", 42" height (or similar), black, grey or neutral colour.	23
4.13	Computer Pedestal	Standard computer/laptop pedestal .5m x .5m, 1m height. Black, grey or neutral colour.	6
4.14	Social Media Counter	Custom counter .5m x 1.5m, 1m height with elevated back (or similar). Graphic panels and/or vinyl wrap.	7

CARPET

ITEM #	ITEM	DESCRIPTION	EST QTY
5.10	Carpet - Cut	16 - 20 ounce carpet in new or nearly new condition, for large areas or stages. Black, grey, dark grey, blue and red available. Priced per square foot.	34,000
5.11	Carpet - 10x20	16 - 20 ounce carpet in new or nearly new condition, size 10'x20'. Black, grey, dark grey, blue and red available.	4
5.12	Carpet - 10x30	16 - 20 ounce carpet in new or nearly new condition, size 10'x30'. Black, grey, dark grey, blue and red available.	3
5.13	Carpet - 10x50	16 - 20 ounce carpet in new or nearly new condition, size 10'x50'. Black, grey, dark grey, blue and red available.	2

SPECIALTY FURNITURE

ITEM #	ITEM	DESCRIPTION	EST QTY
6.10	Chair – Lounge type	Premium furnishing lounge chair with leather (simulated) upholstery – consistent with other Lounge furnishings	30
6.11	Couch – Lounge type	Premium furnishing 2 seat couch with leather (simulated) upholstery – consistent with other Lounge furnishings	18
6.12	Steno Chair	Gas lift steno chair with casters, no arms. Grey or black fabric.	145
6.13	Boardroom Chair	Low back executive chair with casters and arms. Grey or black fabric.	34
6.14	Executive Chair	High back executive chair with casters and arms. Grey or black fabric.	8
6.15	High Back Stool	Fixed leg, no arms with padded back and seat. Black or neutral colour acceptable.	14
6.16	Coffee Table – Lounge type	Premium furnishing coffee table – consistent with other Lounge furnishings – dark wood finish	18
6.17	End Table – Lounge type	Premium furnishing end table – consistent with other Lounge furnishings – dark wood finish	20
6.18	Café Table	Round, 30" - 36" diameter, 30" high (or similar), neutral or black acceptable.	48
6.19	Bistro Table	Round, 30" - 36" diameter, 40" high (or similar), neutral or black acceptable.	25
6.20	Office Desk	60" office desk with drawers (or similar), neutral or wood grain acceptable.	9
6.21	File Cabinet	Two drawers, steel construction lockable file cabinet with key, neutral or black acceptable.	18

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6.22	White Board	24" x 36" white board, wall mountable, new or nearly new complete with marker/eraser set.	38
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SYSTEM HARDWALL

ITEM #	ITEM	DESCRIPTION	EST QTY
7.10	1m Wall Panel	2.5m x1m panel, in accordance with technical specs. Laminated or fabric panels as needed - wood grain, grey, black, blue available.	1196
7.11	.5m Wall Panel	2.5m x.5m panel, in accordance with technical specs. Laminated or fabric panels as needed - wood grain, grey, black, blue available.	56
7.12	System Door	Door compatible with hardwall system, key/lock required. All locks must be on separate master key.	120
7.13	System Archway	Entrance Archway 3.5m tall with 3m header. 3 sided columns with stable base.	3

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APPENDIX B

PLANTS/GREENERY

ITEM #	ITEM	DESCRIPTION	EST QTY
11.10	3' Tree	Healthy, mature 3' tall fig tree or similar type planted in a black/neutral plastic pot.	32
11.11	6' Tree	Healthy, mature 6' tall fig tree or similar type planted in a black/neutral plastic pot.	1
11.12	3' Plant	Healthy, mature 3' tall green plant planted in black/neutral plastic pot.	52
11.13	Fern	Healthy, mature Boston Fern or similar type planted in a black/neutral 10" pot.	50
11.14	Potted Flowering Mums	Healthy, mature potted flowering mums or similar type planted in a 10" pot	12

APPENDIX C

SIGNAGE

ITEM #	ITEM	DESCRIPTION	EST QTY
22.10	Room Identifier Signs	Coloured general purpose signage produced on recycled, recyclable materials. Includes graphic input, logo and text. Approximate size: 15" w x 9" h	125
22.11	Small Directional Signage	Coloured general purpose signage produced on recycled, recyclable materials. Includes graphic input, logo and text. Approximate size: 16" w x 16" h	20
22.12	Medium Directional Signage	Coloured general purpose signage produced on recycled, recyclable materials. Includes graphic input, logo and text. Approximate size: 24" w x 24" h	16
22.13	Large Directional Signage	Coloured general purpose signage produced on recycled, recyclable materials. Includes graphic input, logo and text. Approximate size: 32" w x 32" h	10
22.14	General Purpose Directional	Coloured general purpose signage produced on recycled, recyclable materials. Includes graphic input, logo and text. Approximate size: 22" w x 28" h	24
22.15	Vehicle ID Sign / Emergency Exit / Basic Utility	Coloured general purpose signage produced on recycled, recyclable materials. Includes graphic input, logo and text. Approximate size: 11" w x 8.5" h	140
22.16	Bus ID Sign	Coloured general purpose signage produced on recycled, recyclable materials. Includes graphic input, logo and text. Approximate size: 12" w x 12" h	25
22.17	Signage Tower - 3 Sided	Coloured general purpose signage produced on recycled, recyclable materials. Includes graphic input, logo and text. Construction of frame from modular system hardware. Approximate size: 1m w x 2.5m h	3
22.18	Meter Boards	Free standing, coloured, double sided signage produced on recycled, recyclable materials. Includes graphic input, logo, text, base unit. Approximate size: 1m w x 2.5 m h	60
22.19	Custom Meter Boards	Free standing, coloured single sided signage produced on recycled, recyclable materials. Includes graphic input, logo. Custom structure with curved signage with 2 panels. Approximate size: 1m w x 2.5 m h	12
22.20	Signage Sq M	Coloured door signage produced on recycled, recyclable materials. Includes supplied graphic input with logos and family look.	60

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		Unit priced per Square Meter.	
22.21	Banner Sq M	Coloured banner signage produced on vinyl, fabric or similar. Includes supplied graphic input with logos and family look. Unit priced per Square Meter.	100
22.22	Overlay Arrows	Vinyl application arrows for directional signage. Two colour print. Various sizes. Unit priced per.	120
22.23	Window Film	Vinyl application large format for covering windows. Opaque with graphic or frosted. Various sizing. Unit priced per Square Meter	100

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APPENDIX D

LABOUR

ITEM #	ITEM	DESCRIPTION	EST QTY
8.10	Coordinator	Daily rate for Coordinator	20
8.11	Signage Coordinator	Daily rate for Signage Coordinator	25
8.12	Service Crew	Hourly rate per person, crew of two persons.	80
8.13	Mobile Service Crew	Hourly rate per person, crew of two including driver.	80
8.14	Teamster Crew	Hourly rate per person, crew of two including forklift driver.	40
8.15	Daily Forklift	Daily rental rates for forklift used by Teamster Crew.	8
8.16	Daily Cube Van	Daily rental rates for cube van used by Mobile Service Crew.	8
8.17	Weekly Cube Van	Weekly rental rates for cube van used by Mobile Service Crew.	2
8.18	Québec City Delivery	Delivery charge for on-site orders with a destination within Quebec City area (straight truck).	6
8.19	La Malbaie Delivery	Delivery charge for on-site orders with a destination of Charlevoix region (straight truck).	4
8.20	Trailer	53" empty trailer parked to be used for storage – location to be determined. 14 day period.	3

APPENDIX E

Modular Wall System – Technical Specifications

General Description

Modular Wall and Signage System must be typical “Octanorm Type” or similar product and be able to connect together in various multi-faceted manners. The modular wall system is characterized by a four or eight-sided pole and beam profiles.

Materials

Aluminium extrusions with hard coloured panels (Sintra, Foamex, or similar PVC product).

Components

General framing and retaining components: extruded aluminium. Metal thickness and configuration to provide rigidity, safe support and fixing of partition system.

Posts

Posts: 40-50mm diameter manufactured to accept horizontal panel/ beams in 4 or 8 positions (90 or 45 degree increments) with adjustable feet and top caps. Adjustable feet to maintain 100mm clearance between bottom rail and floor.

Top and Bottom Rails

Type 1 & 2: 200mm high x 19mm wide aluminium extrusion capable of securing panel screen top and bottom.

Intermediate Rails

Similar to top rails plus the ability to receive horizontal connectors on both sides.

Panels

3mm tempered hardboard (Sintra, Foamex, or similar PVC product) with either: fully laminated fabric material or plastic laminate. Laminate or fabric colours: light grey, black, white, blue or wood grain.

System Connectors

Concealed within framing beams with Allen wrench (or similar) slot exposed.

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Door Panels

Panel type, incorporating door complete with hinges and code punch office-type function lockset or handle. Provide all doors as per final site drawings to be provided by project authorities.

Aluminium Finishes

System frame shall be extruded aluminium with clear anodized finish.

Installation

1. Install system in accordance with manufacturer's instruction and layout indicated on Site Drawings.
2. Erect partition plumb, square and level. Accurately fit and fasten to abutting surfaces. Shim under partition at uneven floors to ensure level installation
3. Provide vertical posts, full height, in one piece.
4. Damage to existing finishes installation and removal will be corrected to the satisfaction of the project authorities within time schedules.

APPENDIX F

Order Identifier Protocol

The Order Identifier Protocol is a system to ensure that each of the Contractors' work orders can be easily referenced to an event and location by the client. While a formal description of the Order Identifier Protocol will be provided at a bidder's conference, the outline of this protocol is as follows:

The client will be providing the Contractor with detailed floor and site plans for each venue, building and room that will be used throughout the project. Each of these floor plans has a distinct number and will form the basis of the reference system when used in conjunction with the room name.

Having the Order Identifier Protocol will allow the client and the Contractor to cross reference the work order to the plans for planning, logistics, installation and most importantly for reconciliation of the final invoice. Work orders generated by the client that do not include an Identifier number may be contested or questioned by the client during invoicing.

The Order Identifier Protocol will consist of a three part number/letter reference and must be noted on each work order that the Contractor writes or produces. It will have a one digit number combination, followed by a three digit letter combination, followed by a four digit letter/number combination.

The initial two digit number combination should reference the Summit. The G7 Summit is included in the Contractors' responsibilities so the Identifier will start with the number "7".

The second three letter combination will reference the venue that the work order is associated with.

Fairmont Manoir Richelieu = LMR
Le Petit Manoir = LPM
Le Casino de Charlevoix = LCC
International Media Centre = IMC
CFB Bagotville = BFC
Charlevoix Airport = YML

The final number/letter combination will be taken directly from the floor plan issued by the client for a specific room or area. Each of the floor plans issued by the client has a number/letter combination in the lower right-hand corner (example: Briefing Theatre "AA10") and this will be the final part of the reference.

As an example, Briefing Theatre at the Fairmont Manoir Richelieu for the G7 Summit will have an Order Identifier Protocol of "**7 LMR AA10**". The Identifier may be put in any part of the work order, such as a Memo line but it must be included on each work order whether electronic or print.

APPENDIX G

Floor Plans

Floor plans will be provided by the client at the Bidder's Conference for review only during that meeting. Prospective bidders will not be allowed to retain or copy any part of the floor plans that the Summit Management Office provides at that meeting and, will need to agree to a Confidentiality Agreement which will be supplied at the time.

Only the Contractor who is awarded the contract will have access to the floor plans once the final contract is in place.

ANNEXE B – BASE DE PAIEMENT

APPENDICE A

MOBILIER DE BASE

N° article	Article	DESCRIPTION	Quantité estimée	Prix unitaire	Total
1.10	Babillard	Mobile et pouvant servir de centre de message ou de cloison. Liège ou toile. 8 pi de largeur x 4 pi de hauteur. Hauteur réglable de 6 à 8 pi.	32	\$	\$
1.11	Table de 6 pi	Table de location standard de 72 po x 24 po (ou table semblable), avec pieds rabattables – plateau en vinyle blanc et jupe en tissu – couleur à déterminer.	244	\$	\$
1.12	Table de 8 pi	Table de location standard de 96 po x 24 po (ou table semblable), avec pieds rabattables – plateau en vinyle blanc et jupe en tissu – couleur à déterminer.	56	\$	\$
1.13	Table de 4 pi	Table de location standard de 48 po x 24 po (ou table semblable), avec pieds rabattables – plateau en vinyle blanc et jupe en tissu – couleur à déterminer.	44	\$	\$
1.14	Table de 6 pi, surélevée	Table de location standard de 72 po x 24 po, hauteur de 42 po avec pieds rabattables – plateau en vinyle blanc et jupe en tissu – couleur à déterminer.	14	\$	\$
1.15	Table de 4 pi, surélevée	Table de location standard de 48 po x 24 po, hauteur de 42 po avec pieds rabattables – plateau en vinyle blanc et jupe en tissu – couleur à déterminer.	14	\$	\$
1.16	Table de 6 pi, sans jupe	Table de location standard de 72 po x 24 po (ou table semblable), avec pieds rabattables – plateau en vinyle blanc, sans jupe et exempté d'agrafes.	270	\$	\$
1.17	Table ronde 60 po	Table de location standard de 60 po de diamètre avec pieds rabattables – comprenant recouvrement/nappe en tissu de couleur blanche.	8	\$	\$

1.18	Table ronde 72 po	Table de location standard de 72 po de diamètre avec pieds rabattables – comprenant recouvrement/nappe en tissu de couleur blanche.	2	\$	\$
1.19	Table de salle de classe de 6 pi	Table de location standard de 72 po x 16 po avec pieds rabattables – plateau en vinyle blanc et jupe en tissu – de couleur noire.	8	\$	\$
1.20	les supports à manteaux	En acier chromé, autoportante avec base équilibrée pour assurer la stabilité, de couleur agencée.	112	\$	\$
1.21	Support à vêtements	En acier chromé, autoportante avec base équilibrée pour assurer la stabilité, de couleur agencée.	18	\$	\$
1.22	Poteau de foule	Poteau de foule en chrome avec ceinture de couleur noire.	120	\$	\$
1.23	Chevalets	Construction solide en acier ou en aluminium, hauteur réglable pour accueillir différents formats.	46	\$	\$
1.24	Porte-affiches	Porte-affiches en métal pour affiches standard de 22 po x 28 po.	56	\$	\$
1.25	Chaise fixe	Chaise empilable standard, avec assise et dossier en tissu. De couleur agencée : chrome ou noir avec tissu gris ou noir.	1088	\$	\$
1.26	Fauteuil	Fauteuil empilable standard avec pieds fixes, assise et dossier en tissu. De couleur agencée : chrome ou noir avec tissu gris ou noir.	60	\$	\$
1.27	Chaise de dactylo	Chaise de dactylo standard sur vérin à gaz, avec roulettes. De couleur agencée : gris ou noir.	104	\$	\$
1.28	Chaise pliante	Chaise pliante empilable standard, assise et dossier de plastique. De couleur agencée. Couleurs neutres acceptables.	200	\$	\$
1.29	Chaise de comptoir, style dactylo	Chaises de dactylo surélevées à la hauteur d'un comptoir sur vérin à gaz, avec roulettes. De couleur agencée : gris ou noir.	18	\$	\$
1.30	Corbeille Petite	Corbeille en plastique ou en carton de 6 à 10 litres (ou corbeille semblable). De couleur agencée : gris ou noir. Fournie avec six doublures chacune	126	\$	\$
1.31	Corbeille Grande	Corbeille de 20 à 32 litres en plastique (ou corbeille semblable). De couleur agencée : gris ou noir. Fournie avec six doublures chacune	104	\$	\$
1.32	Poubelle	Poubelle de 120 litres en plastique robuste (ou poubelle semblable). Couleurs acceptables : noir ou neutre.	18	\$	\$

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1.33	Corbeille de recyclage	Corbeille de recyclage (ou récipient similaire) de 20 à 32 litres en plastique bleu avec logo.	36	\$	\$
1.34	Boîte de recyclage	Boîte de recyclage (ou récipient similaire) de 120 litres en plastique bleu avec logo.	14	\$	\$
1.35	Bac de recyclage	Bac de recyclage de 20 po x 14 po, hauteur de 12 po (ou récipient similaire), en plastique bleu avec logo.	114	\$	\$

DRAPERIE

N° article	ARTICLE	DESCRIPTION	QUANTITÉ ESTIMÉE	Prix unitaire	Total
2.10	Draperie 8 pi	Rideau d'exposition, hauteur de 8 pi, de couleurs variées (bleu, noir, rouge, gris), assorti de montants, traverses et plaques d'assise métalliques. Pied linéaire	710	\$	\$
2.11	Draperie 12 pi	Rideau d'exposition, hauteur de 12 pi, de couleurs variées (bleu, noir, rouge, gris), assorti de montants, traverses et plaques d'assise métalliques. Pied linéaire	10	\$	\$
2.12	Draperie 3 pi	Rideau d'exposition, hauteur de 3 pi, de couleurs variées (bleu, noir, rouge, gris), assorti de montants, traverses et plaques d'assise métalliques. Par pied linéaire.	100	\$	\$
2.13	Draperie 12 pi, velours	Rideau de velours pour projection audiovisuelle, hauteur de 12 pi, noir, assorti de montants, traverses et plaques d'assise métalliques. Par pied linéaire.	60	\$	\$
2.14	Draperie 16 pi, velours	Rideau de velours pour projection audiovisuelle, hauteur de 16 pi, noir, assorti de montants, traverses et plaques d'assise métalliques. Par pied linéaire.	60	\$	\$

POSITIONNEMENT

N° article	Article	DESCRIPTION	QUANTITÉ ESTIMÉE	Prix unitaire	Total
3.10	Plateforme de scène de 8 pi	Plateforme de scène standard, 4 pi x 8 pi, hauteur réglable (8 po à 24 po), avec marches et jupe au besoin.	120	\$	\$
3.11	Plateforme de scène de 4 pi	Plateforme de scène standard, 4 pi x 4 pi, hauteur réglable (8 po à 24 po), avec marches et jupe au besoin.	14	\$	\$
3.12	Plateforme de scène de 4' x 24' – Basse	Plateforme de scène standard, 4 pi x 24 pi, hauteur réglable (6 po à 24 po), avec garde-corps, marches et jupe au besoin.	9	\$	\$
3.13	Plateforme de scène 4' x 32' – Basse	Plateforme de scène standard, 4 pi x 32 pi, hauteur réglable (6 po à 24 po), avec garde-corps, marches et jupe au besoin.	4	\$	\$
3.14	Plateforme de scène 4' x 40' – Basse	Plateforme de scène standard, 4 pi x 40 pi, hauteur réglable (6 po à 24 po), avec garde-corps, marches et jupe au besoin.	2	\$	\$
3.15	Plateforme de scène 4' x 24' – Élevée	Plateforme de scène standard, 4 pi x 24 pi, hauteur réglable (24 po à 48 po), avec garde-corps, marches et jupe au besoin.	3	\$	\$
3.16	Plateforme de scène 4' x 32' – Élevée	Plateforme de scène standard, 4 pi x 32 pi, hauteur réglable (24 po à 48 po), avec garde-corps, marches et jupe au besoin.	3	\$	\$
3.17	Plateforme de scène 4' x 40' – Élevée	Plateforme de scène standard, 4 pi x 40 pi, hauteur réglable (24 po à 48 po), avec garde-corps, marches et jupe au besoin.	1	\$	\$

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COMPTOIRS

N° article	ARTICLE	DESCRIPTION	QUANTITÉ ESTIMÉE	Prix unitaire	Total
4.10	Comptoir de renseignements	Comptoir de renseignements/d'inscription standard de 2 m, à deux niveaux, avec accessoires pour signalisation.	16	\$	\$
4.11	Comptoir de 1 m	Comptoir modulaire standard, 1 m de largeur x 50 cm de profondeur, hauteur de 1 m. Cadre d'aluminium avec panneaux amovibles noirs, gris, blancs.	7	\$	\$
4.12	Socle de présentation	Socle de présentation de 24 po x 24 po, hauteur de 42 po (ou similaire), noir, gris ou neutre.	23	\$	\$
4.13	Socle pour ordinateur	Socle pour ordinateur de table ou portatif, 50 cm x 50 cm, hauteur de 1 m. Noir, gris ou neutre.	6	\$	\$
4.14	Comptoir des médias sociaux	Comptoir personnalisé de 0,5 m x 1,5 m, de 1 m de haut avec dossier élevé (ou un comptoir semblable). Panneaux graphiques et/ou enveloppe en vinyle.	7	\$	\$

TAPIS

N° article	ARTICLE	DESCRIPTION	Qté est.	Prix unitaire	Total
5.10	Moquette	Moquette 16-20 oz, neuve ou presque comme neuve, pour les grands espaces ou scènes. Couleurs disponibles : noir, gris, gris foncé, bleu et rouge.	34 000 pi.ca.	\$	\$
5.11	Tapis – 10 x 20	Tapis 16-20 oz, neuf ou comme neuf; dimensions : 10 pi x 20 pi. Couleurs disponibles : noir, gris, gris foncé, bleu et rouge.	4	\$	\$
5.12	Tapis – 10 x 30	Tapis 16-20 oz, neuf ou comme neuf; dimensions : 10 pi x 30 pi. Couleurs disponibles : noir, gris, gris foncé, bleu et rouge.	3	\$	\$
5.13	Tapis – 10 x 50	Tapis 16-20 oz, neuf ou comme neuf; dimensions : 10 pi x 50 pi. Couleurs disponibles : noir, gris, gris foncé, bleu et rouge.	2	\$	\$

MOBILIER DE SPÉCIALITÉ

N° article	ARTICLE	DESCRIPTION	QUANTITÉ ESTIMÉE	Prix unitaire	Total
6.10	Fauteuil –style lounge	Fauteuil lounge de première qualité revêtu de similicuir; agencé au reste du mobilier lounge.	30	\$	\$
6.11	Canapé – style lounge	Canapé deux places de première qualité revêtu de similicuir; agencé au reste du mobilier lounge.	18	\$	\$
6.12	Chaise de dactylo	Chaise de dactylo standard sur vérin à gaz, avec roulettes. Tissu gris ou noir.	145	\$	\$
6.13	Fauteuil de salle de conférence	Fauteuil de direction à dossier bas sur roulettes. Tissu gris ou noir.	34	\$	\$
6.14	Fauteuil de direction	Fauteuil de direction à dossier élevé sur roulettes. Tissu gris ou noir.	8	\$	\$
6.15	Tabouret haut avec dossier	Tabouret à pied fixe, sans accoudoirs, avec assise et dossier rembourrés. Couleurs acceptables : noir ou neutre.	14	\$	\$
6.16	Table basse – style lounge	Table basse de première qualité – agencé au reste du mobilier lounge. Fini foncé, effet bois.	18	\$	\$

6.17	Table de canapé – style lounge	Table de canapé de première qualité – agencé au reste du mobilier lounge. Fini foncé, effet bois.	20	\$	\$
6.18	Table bistrot 30 po	Ronde, diamètre 30-36 po, hauteur 30 po (ou similaire). Couleurs acceptables : neutre ou noir.	48	\$	\$
6.19	Petite table bistrot	Ronde, diamètre 30-36 po, hauteur 40 po (ou similaire). Couleurs acceptables : neutre ou noir.	25	\$	\$
6.20	Bureau	Bureau de 60 po avec tiroirs (ou similaire). Couleurs/finis acceptables : neutre ou effet bois.	9	\$	\$
6.21	Classeur	Classeur à deux tiroirs en acier, avec serrure et clé. Couleurs acceptables : neutre ou noir.	18	\$	\$
6.22	Tableau blanc	Tableau blanc 24 po x 36 po, pouvant être fixé au mur, neuf ou comme neuf avec ensemble de marqueurs et brosse.	38	\$	\$

SYSTÈME DE MURS SOLIDES

N° article	ARTICLE	DESCRIPTION	Qté est.	Prix unitaire	Total
7.10	Panneau mural de 1 m	Panneau de 2,5 m x 1 m, conforme aux spécifications techniques. En stratifié ou en tissu, selon les besoins. Couleurs/finis disponibles : effet bois, gris, noir, bleu.	1196	\$	\$
7.11	Panneau mural de 50 cm	Panneau de 2,5 m x 50 cm, conforme aux spécifications techniques. En stratifié ou en tissu, selon les besoins. Couleurs/finis disponibles : effet bois, gris, noir, bleu.	56	\$	\$
7.12	Porte pour système	Porte compatible avec le système de murs solides, avec serrure et clé. Le passe-partout de chaque serrure doit être différent.	120	\$	\$
7.13	Arcade pour système	Arche d'entrée, hauteur de 3,5 m avec linteau de 3 m. Colonnes à trois côtés avec bases stables.	3	\$	\$

APPENDICE B

PLANTES ET VERDURE

N° article	ARTICLE	DESCRIPTION	Qté est.	Prix unitaire	Total
11.10	Arbre de 3 pi	Figuier mature de 3 pi en bonne santé, ou arbre de type semblable, planté dans un pot en plastique noir ou neutre.	32	\$	\$
11.11	Arbre de 6 pi	Figuier mature de 6 pi en bonne santé, ou arbre de type semblable, planté dans un pot en plastique noir ou neutre.	1	\$	\$
11.12	Plante de 3 pi	Plante verte de 3 pi, mature et en bonne santé, ou arbre de type semblable, plantée dans un pot en plastique noir ou neutre.	52	\$	\$
11.13	Fougère	Fougère de Boston mature en bonne santé, ou plante semblable, plantée dans un pot de couleur noire ou neutre de 10 po.	50	\$	\$
11.14	Chrysanthème fleuri en pot	Chrysanthème fleuri en pot, mature, en bonne santé, ou plante semblable, planté dans un pot de 10 po.	12	\$	\$

APPENDICE C

SIGNALISATION

N° article	ARTICLE	DESCRIPTION	Qté est.	Prix unitaire	Total
22.10	Panneaux d'identification des salles	Enseignes colorées à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte. Dimensions approximatives : 9 po de hauteur x 15 po de largeur	125	\$	\$
22.11	Petit panneau indicateur	Enseignes colorées à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte. Dimensions approximatives : 16" L x 16" H	20	\$	\$
22.12	Panneau indicateur moyen	Enseignes colorées à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte. Dimensions approximatives : 24" L x 24" H	16	\$	\$
22.13	Grand panneau indicateur	Enseignes colorées à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte. Dimensions approximatives : 32" L x 32" H	10	\$	\$
22.14	Panneau de direction à usage général	Enseignes colorées à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte. Dimensions approximatives : 22" L x 28" H	24	\$	\$
22.15	Panneau d'identification des véhicules/ Sortie d'urgence / Services publics de base	Enseignes colorées à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte. Dimensions approximatives : 11 po de hauteur x 8,5 po de largeur	140	\$	\$
22.16	Panneau d'identification des autobus	Enseignes colorées à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte. Dimensions approximatives : 12" L x 12" H	25	\$	\$

22.17	Tour de panneaux indicateurs à trois côtés	Enseignes colorées à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte. Construction du cadre à partir de matériel modulaire de système. Dimensions approximatives : 1 m de largeur x 2,5 m de hauteur	3	\$	\$
22.18	Panneaux de contrôle	Enseignes colorées double face à usage général, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique, le logo et le texte, l'unité de base. Dimensions approximatives : 1 m de largeur x 2,5 m de hauteur	60	\$	\$
22.19	Panneaux de contrôle personnalisés	Enseignes à face unique colorées autoportantes, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique et le logo. Structure personnalisée avec une signalisation courbée à deux panneaux. Dimensions approximatives : 1 m de largeur x 2,5 m de hauteur	12	\$	\$
22.20	Signalisation (au mètre carré)	Enseignes de porte colorées, produites sur des matériaux recyclés et recyclables. Comprend l'entrée graphique fournie avec les logos et un aspect familial. Prix unitaire au mètre carré.	60	\$	\$
22.21	Bannière (au mètre carré)	Bannières colorées produites sur vinyle, tissu ou fini similaire. Includes supplied graphic input with logos and family look. Prix unitaire au mètre carré.	100	\$	\$
22.22	Flèches calquées	Flèches d'application en vinyle pour la signalisation directionnelle. Impression en deux couleurs. Couture - formats variés. Prix unitaire au mètre carré.	120	\$	\$
22.23	Pellicule de fenetre	Pellicule vinyle en grand format pour couvrir fenetres. Opaque avec graphique ou dépoli. Différentes tailles. Prix unitaire par mètre carré	100	\$	\$

APPENDICE D

MAIN-D'ŒUVRE

N° article	ARTICLE	DESCRIPTION	Qté est.	Prix unitaire	Total
8.10	Coordonnatrice	Taux journalier pour le coordonnateur.	20	\$	\$
8.11	Coordonnateur de l'affichage	Taux journalier pour le coordonnateur de la signalisation.	25	\$	\$
8.12	Équipe d'entretien	Taux horaire par personne, équipe de deux personnes.	80	\$	\$
8.13	Équipe d'entretien mobile	Taux horaire par personne, équipe de deux personnes comprenant le conducteur.	80	\$	\$
8.14	Équipe de camionnage	Taux horaire par personne, équipe de deux personnes comprenant le conducteur de chariot élévateur à fourche.	40	\$	\$
8.15	Chariot élévateur à fourche	Tarif journalier pour la location du chariot élévateur à fourche utilisé par l'équipe de camionnage.	8	\$	\$
8.16	Fourgon grand volume – location à la journée	Tarif journalier pour la location du fourgon grand volume utilisé par l'équipe d'entretien mobile.	8	\$	\$
8.17	Fourgon grand volume – location à la semaine	Tarif hebdomadaire pour la location du fourgon grand volume utilisé par l'équipe d'entretien mobile.	2	\$	\$
8.18	Livraison dans la ville de Québec	Frais de livraison pour les commandes sur place à destination de la région de Québec (camion porteur).	12	\$	\$
8.19	Livraison dans la ville de La Malbaie	Frais de livraison pour les commandes sur place à destination de la région de Charlevoix (camion porteur).	4	\$	\$
8.20	Remorque	Remorque vide de 53 po, garée à des fins d'entreposage – emplacement à déterminer. Période de 14 jours.	3	\$	\$

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PRIX TOTAL ÉVALUÉ

Somme de la base de paiement, Appendice A : _____ \$ (Taxes applicables en sus)

Somme de la base de paiement, Appendice B : _____ \$ (Taxes applicables en sus)

Somme de la base de paiement, Appendice C : _____ \$ (Taxes applicables en sus)

Somme de la base de paiement, Appendice D : _____ \$ (Taxes applicables en sus)

Total de proposition évaluée

Somme de la base de paiement des appendices A, B, C et D :

_____ \$ (Taxes applicables en sus)

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ANNEX C - MANDATORY CRITERIA

GENERAL SERVICES AND EXHIBIT MATERIAL RENTAL

TO BE SUPPLIED, DELIVERED AND INSTALLED IN:

**THE MUNICIPALITY OF LA MALBAIE, PROVINCE OF QUÉBEC
AT THE FAIRMONT MANOIR RICHELIEU (LMR)
181 RUE RICHELIEU
LA MALBAIE, CHARLEVOIX, QUÉBEC**

AND

**THE CITY OF QUÉBEC, PROVINCE OF QUÉBEC
AT THE INTERNATIONAL MEDIA CENTRE
LOCATION TO BE DETERMINED
QUÉBEC CITY, QUÉBEC**

AND

**THE MUNICIPALITY OF BAGOTVILLE, PROVINCE OF QUÉBEC
AT CFB (3 WING) BAGOTVILLE (BFC)
7000 CHEMIN DE L'AÉROPORT
SAGUENAY-BAGOTVILLE, QUÉBEC**

AND

OTHER SITES TO BE DETERMINED IN THE PROVINCE OF QUÉBEC

FOR THE OCCASION OF

**THE G-7 LEADERS SUMMIT
JUNE 8 & 9, 2018
LA MALBAIE, QUÉBEC**

**Prepared by the
Summit Management Office (S.M.O.)
Department of Global Affairs Canada
Ottawa, Ontario & Québec City, Québec**

December 20th, 2017

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Mandatory criteria:

The Contractors 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.

REQUIREMENT	MET	NOT MET
M01 The Contractor must demonstrate that they, as a company, have a defined and practised Sustainability Strategy which addresses topics such as recycling, emissions and waste reduction. The Contractor should provide credentials such as ISO certifications and/or memberships to industry organisations committed to green initiatives.		
M02 The Contractor must demonstrate that it, as a company has been in business for at least five (5) years in Canada, specifically in the domain of leasing furnishings, exhibition equipment production of graphics, and offering logistical services.		

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ANNEX D – RATED CRITERIA

GENERAL SERVICES AND EXHIBIT MATERIAL RENTAL

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AT THE FAIRMONT MANOIR RICHELIEU (LMR)
181 RUE RICHELIEU
LA MALBAIE, CHARLEVOIX, QUÉBEC**

AND

**THE CITY OF QUÉBEC, PROVINCE OF QUÉBEC
AT THE INTERNATIONAL MEDIA CENTRE
LOCATION TO BE DETERMINED
QUÉBEC CITY, QUÉBEC**

AND

**THE MUNICIPALITY OF BAGOTVILLE, PROVINCE OF QUÉBEC
AT CFB (3 WING) BAGOTVILLE (BFC)
7000 CHEMIN DE L'AÉROPORT
SAGUENAY-BAGOTVILLE, QUÉBEC**

AND

OTHER SITES TO BE DETERMINED IN THE PROVINCE OF QUÉBEC

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**Prepared by the
Summit Management Office (SMO)
Global Affairs Canada (GAC)
Ottawa, Ontario & Québec City, Québec**

December 20th, 2017

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RATED CRITERIA:

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

Rated Criteria Assessment

Rating of the bids will be a 70% Capability and a 30% Price formula.

For Rated Criteria (70% of total), a 200 point system will be used, where a minimum of 140 points are required for an organisation to be considered.

REQUIREMENT	POINTS	EVALUATION
R01 The Contractor must demonstrate through a specific example that it is able to provide services 7 days a week, 24 hours a day before and during the event.	Up to 5 points to be awarded	
R02 The Contractor must demonstrate that it has successfully completed a minimum of two (2) major international events contracts and high-level meetings in the past (10) ten years. The Contractor must also provide examples of events completed that are held at multiple sites. They should include a reference from a former client of such an event stating that the firm was responsible for the planning and executions of such. GAC will have the right to contact any references provided by the Contractor.	Up to 25 points to be awarded	
R03 The Contractor must include curriculum vitae for the proposed Contractor's representative (Coordinator) who will act as a liaison with the Conference Authorities. The Coordinator must have three (3) years of experience in the past ten (10) years at a management level and also as a contractor's representative, working on one or more projects of a comparable complexity and a major international event. A viable resume of experience will be required and the SMO retains the right to interview any candidate that the Contractor puts forward for this position. In the event that the proposed Contractor's representative is unable to perform the tasks described above, the firm shall provide a replacement with the same or higher level of experience this to ensure seamless continuity of the service.	Up to 10 points to be awarded	
R04 The Contractor must demonstrate their knowledge of routine operations at a convention centre by providing a sample outline from an event performed by them at a convention centre in the past 3 years. Experience working in convention centres in the Province of Quebec should be highlighted.	Up to 15 points to be awarded	
R05 The Contractor must demonstrate that they have a local office in the Québec City area and access to a company warehouse and additional inventory within 500 km of La Malbaie and within 300 km of Québec City. Representatives of GAC will have the option to visit these facilities.	Up to 25 points to be awarded	

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R06 The Contractor must demonstrate that it has access to appropriate transportation systems and/or logistics partners in order to provide timely delivery of goods to the facilities.	Up to 20 points to be awarded	
R07 The Contractor must demonstrate that they have access to sufficient equipment inventory numbers that will satisfy the base numbers included in this statement of work.	Up to 25 points to be awarded	
R08 The Contractor should provide five examples, including renderings and/or photographs of environments created and built for past events. Environments such as welcome archways, check-in and registration areas, lounge and social media spaces and similar public grouping areas.	Up to 20 points to be awarded	
R09 The Contractor should provide three examples of past work that illustrates a significant installation of shell scheme and modular wall (Octanorm/Agam/GEM/MIS or equivalent) system whether in a conference, meeting or trade event environment.	Up to 20 points to be awarded	
R10 The Contractor should provide complete catalogues of products and services offered, whether listed in the below Annexes or not, to illustrate items that while not having been specified here, may be listed in a subsequent Addendum.	Up to 25 points to be awarded	
R11 The Contractor must demonstrate that it has full graphic production facilities available to them in the Québec City or Montreal area. Production facilities must be able to produce graphics on various types of material and within a reasonable schedule. The Contractor should provide examples of the types of graphics it can produce and show a portfolio of past projects. The Contractor should also provide examples of production times for graphics to be produced and delivered to sites.	Up to 10 points to be awarded	
Total	200	

Generic Evaluation Table

The Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with a rate of 0%, 20%, 40%, 60%, 80% or 100% of the points (as stated in the table above) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 % of the points	20 % Of the points	40 % Of the points	60 % of the points	80 % of the points	100 % Of the points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

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ANNEX E ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

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ANNEX F CONFIDENTIALITY AGREEMENT

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED BY THE MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

The description of the requirement of bid solicitation No. 08A33-170162/B contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.

1. The Contractor agrees that:

- a. it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
- b. it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above;
- c. at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.

2. The Contractor must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.

3. The Contractor acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Contractor, or by anyone to whom the Contractor discloses the Confidential Information to comply with these conditions.

4. Nothing in this Confidentiality Agreement should be construed as limiting the Contractor's right to disclose any information to the extent that such information:

- a. is or becomes in the public domain through no fault of the Contractor or any proposed subcontractor;
- b. is or becomes known to the Contractor from a source other than Canada, except any source that is known to the Contractor to be under an obligation to Canada not to disclose the information;
- c. is independently developed by the Contractor; or
- d. is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

Name of Contractor

Print name and Signed by its authorized representative

Date