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G1J 0C7

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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

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

Comments - Commentaires

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

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G1J 0C7

Title - Sujet G7 - SERVICES GÉNÉRAUX ET MATÉRIEL	
Solicitation No. - N° de l'invitation 08C03-170351/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 08C03-170351	Date 2017-12-28
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:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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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AMENDMENT 001

REQUEST FOR PROPOSAL GENERAL SERVICES AND EXHIBIT MATERIAL RENTAL

The objective of amendment 001 is to modify Annex A Statement of Work.

Apply the following amendments to the request for proposal (RFP):

- 1) Replace Annex A Statement of Work as indicated below

-
- 1) **Replace Annex A Statement of Work:**
 - Delete the actual Annexe A Statement of Work
 - Insert Annexe A Statement of Work MOD 001 attached

Note: The only change to Annex A is the withdrawal of the mention of the Jean-Lesage Airport at page 4 of 20.

***** All other terms and conditions remain unchanged *****

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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 28th, 2017

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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 and CFB Bagotville 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

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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.