

CANADIAN HERITAGE
REQUEST FOR STANDING OFFER

REQUEST NUMBER: 10180676

TITLE OF PROJECT: Rental of LED Video Screens and Related Equipment

REQUEST DATE: November 1st, 2018

CLOSING DATE AND TIME: December 11th, 2018, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Line Séguin
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: 819-997-2389
E-mail: pch.contrats-contracting.pch@canada.ca

The Department of Canadian Heritage (PCH) has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A". The services will be required on an "as-and-when" required basis for a two (2) year period commencing upon the date of issuance of the Standing Offer, with the possibility of extending this period for up to two (2) additional one (1) year periods. PCH will issue up to six (6) Standing Offers for these services: two (2) for each of the three (3) categories of Video Screens required. Offerors submitting an Offer for one (1) to three (3) of the categories of screens must also submit an Offer for categories 4 (peripheral equipment) and 5 (personnel).

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the project and addressed to the undersigned will be received up to 2 p.m. EST:
December 11th, 2018, at:

Mail room / Bid Receiving
RFSO: 10180676 (c/o Line Séguin)
15 Eddy Street, 2nd Floor (15-2-C)
Gatineau, Quebec
K1A 0M5

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

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PART 1 – GENERAL INFORMATION

1. INTRODUCTION

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

List of Annexes:

- | | |
|-----------|---|
| Annex "A" | Statement of Work |
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| Annex "D" | Offer of Services Form |
| Annex "E" | Insurance Requirements |
| Annex "F" | Form 942 Call-up against a Standing Offer |
| Annex "G" | Checklist for submitting an Offer |

List of Attachments:

- | | |
|-------------------------|---|
| Attachment 1 to Annex A | Specifications and Standards |
| Attachment 1 to Annex B | Minimum Equipment Requirements |
| Attachment 2 to Annex B | Technical Evaluation Grid |
| Attachment 1 to Annex C | Example of Requirements for the Purpose of the Financial Evaluation |

2. SUMMARY

The Department of Canadian Heritage (PCH) is seeking to establish Standing Offers for the following period: two (2) years from date of issuance with the possibility of extending this period for up to two (2) additional one (1) year periods.

The objective of this Request for Standing Offers is to find one or more Offerors that will be able to provide LED Video Screen packages and related equipment rental and operation services for various events and celebrations in the National Capital Region. This may include events that recur year to year or one-off special events that occur on an “as and when” required basis.

3. DEBRIEFINGS

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

PART 2 – OFFEROR INSTRUCTIONS

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2018-05-22) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. SUBMISSION OF OFFERS

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

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

3. FORMER PUBLIC SERVANT

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

Definitions

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

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

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

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

R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

4. ENQUIRIES - REQUEST FOR STANDING OFFER

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

5. APPLICABLE LAWS

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. OFFER PREPARATION INSTRUCTIONS

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

Section I: Technical Offer: two (2) hard copies;
Section II: Financial Offer: one (1) hard copy; and
Section III: Certifications: one (1) hard copy.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex "C", the Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable. Offerors must submit rates for each of the items listed in the Basis of Payment at Annex "C".

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. EVALUATION PROCEDURES

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

1.1. Mandatory Technical Criteria

Each offer will be reviewed to determine whether it meets the mandatory requirements of the Request for Standing Offer. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

Mandatory evaluation criteria are described in Annex "A" – Statement of Work, Attachment 1 to Annex A - Specifications and Standards, Annex "B" - Mandatory Evaluation Criteria and Attachment 1 to Annex B - Minimum Equipment Requirements.

2. BASIS OF SELECTION

2.1 To be declared responsive, an Offer must:

- (a) Comply with all the requirements of the Request for Standing Offer; and
- (b) Meet the mandatory technical criteria in Annex A, Attachment 1 to Annex A, Annex B and Attachment 1 to Annex B;

Offers not meeting (a) or (b) will be declared non-responsive. The two (2) offers for each of the three (3) categories of video screens described in the Statement of Work at Annex A with the lowest evaluated price will be recommended for issuance of a Standing Offer. The evaluated price will be made based on typical requirements, as described in Attachment 1 to Annex C – Example of Requirements for the Purpose of the Financial Evaluation.

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. CERTIFICATIONS REQUIRED WITH THE OFFER

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

1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the 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.

2. CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION

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

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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the “[FCP Limited Eligibility to Bid](#)” list during the period of the Contract.

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. SECURITY REQUIREMENTS

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

2. INSURANCE REQUIREMENTS

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A. STANDING OFFER

1. OFFER

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. SECURITY REQUIREMENT

Security requirements will be determined at the time of issuance of Call-ups against the resulting Standing Offer.

3. STANDARD CLAUSES AND CONDITIONS

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

3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offer - Goods or Services, apply to and form part of the Standing Offer.

4. TERM OF STANDING OFFER

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is for two (2) years from date of issuance.

4.2 Extension of Standing Offer

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

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

5. AUTHORITIES

5.1 Standing Offer Authority

The Standing Offer Authority is:

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

Tel: 819-997-2389

E-mail: pch.contracts-contracting.pch@canada.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority will be identified at time of issuance of a Call-up against the Standing Offer.

5.3 Technical Authority

The Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

5.4 Offeror's Representative

(To be determined at issuance of the Standing Offer)

6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS *(If applicable)*

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. IDENTIFIED USERS

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

8. CALL-UP PROCEDURES

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this SO.
- d) **Multiple SOs:** The Offeror acknowledges that multiple SOs will be issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the call-up process described below.
- e) **Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this Standing Offer outlined below.
- f) **Ranking and Methodology for Multiple SOs:** If more than one SO is authorized per category, the following ranking methodology and call-up procedures will be used:

Multiple Standing Offers - Right of First Refusal

As more than one Standing Offer could be issued for each category, a request to perform work will be sent to the first ranked contractor in the specific category in the contractor's order of ranking below.

If that contractor confirms in writing that it is unable to provide the required services as a result of previous commitments under one or more than one authorized call-up, the request will be forwarded to the next highest ranked contractor in the Contractors' order of ranking until another contractor in the ranking can perform the task. If no contractor in the ranking can supply the required equipment and labour, Canada reserves the right to acquire the equipment and labour by other means. A contractor in the ranking may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized call-up and no request will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to supply the services.

Up to two (2) Standing Offers for each of the three (3) categories will be issued as a result of PCH bid solicitation number: 10180676. The contractor's order of ranking is as follows:

CATEGORY 1: STAGE SUSPENDED VIDEO WALL PACKAGES

Ranked first: *Contractor to be determined*
Ranked second: *Contractor to be determined*

CATEGORY 2: OFFEROR SUPPLIED STRUCTURE SUSPENDED VIDEO WALL PACKAGE

Ranked first: *Contractor to be determined*
Ranked second: *Contractor to be determined*

CATEGORY 3: SELF STANDING LED VIDEO WALL

Ranked first: *Contractor to be determined*
Ranked second: *Contractor to be determined*

9. CALL-UP INSTRUMENT

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

10. NON-STANDING OFFER ITEMS

Identified Users may incorporate up to 25% or \$25,000.00 (the lesser of the two) of non-Standing Offer items within the Call-up (including applicable taxes).

11. OFFICIAL LANGUAGES

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must

ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

12. GREEN PROCUREMENT

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

13. PRIORITY OF DOCUMENTS

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offer - Goods or Services;
- d) the general conditions 2010C (2018-06-21) - General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex C, Basis of Payment;
- g) Annex E, Insurance Requirements;
- h) the Offeror's offer dated _____.

14. CERTIFICATIONS AND ADDITIONAL INFORMATION

14.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

15. APPLICABLE LAWS

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*to be determined at issuance of the Standing Offer*).

7B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a Call-up against the Standing Offer.

1. STATEMENT OF WORK

The Contractor must perform the Work described in the Call-up against the Standing Offer.

2. STANDARD CLAUSES AND CONDITIONS

2.1 General Conditions

2010C (2018-06-21), General Conditions - Services (Medium Complexity); apply to and form part of the Contract.

3. TERM OF CONTRACT

3.1 Period of the Contract

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

4. AUTHORITIES

4.1 Contracting Authority

The Contracting Authority will be identified at time of issuance of a Call-up against the Standing Offer.

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.

4.2 Project Authority (and/or Technical Authority)

The Project and/or Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

The Project and/or Technical 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 and/or Technical Authority; however, the Project and/or Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5. PAYMENT

5.1 Basis of Payment

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

5.2 Limitation of Expenditure

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

5.3 Method of Payment

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

6. INVOICING INSTRUCTIONS

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

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

ANNEX "A"

STATEMENT OF WORK

1. Scope

1.1 Title

Rental of LED video screens and related equipment

1.2 Introduction

The Department of Canadian Heritage (PCH) is looking for Offerors to provide a variety of LED Video Screen packages under Standing Offer Agreements for various events and celebrations held in the National Capital Region (Ottawa and Gatineau). This may include events that recur year to year or one-off special events that occur on an as required basis. PCH will issue up to two (2) Standing Offers for categories 1, 2 and 3 detailed in Section 1.3 below. Offerors may submit an Offer for a specific category or for all of them.

1.3 Objectives of the Requirement

The Offerors will be tasked in the delivery, installation, operation and removal of all-inclusive video screen(s) and necessary support equipment package(s). The packages will be divided into three (3) distinct categories as follows, not including peripheral equipment and personnel which are defined below in section 2.2:

CATEGORY 1: STAGE SUSPENDED VIDEO WALL PACKAGES

A video wall that will be suspended from an existing structure be it a permanent location such as a theatre or equipment supplied by a third party such as a mobile stage.

CATEGORY 2: OFFEROR SUPPLIED STRUCTURE SUSPENDED VIDEO WALL PACKAGES

A video wall suspended from a site assembled structure supplied with this package.

CATEGORY 3: SELF STANDING LED VIDEO WALL PACKAGES

A video wall assembled on a platform or surface, be it a stage, scaffold, flat and level ground or a similar surface with no overhead supporting structure, and any supporting structure assembled behind the unit out of public view.

Further technical details are provided in Section 2 of this document and Attachment 1 to Annex A.

1.4 Background, Assumptions and Specific Scope of the Requirement

PCH produces or provides support to a variety of public events in the National Capital Region including Canada Day, Winterlude, Remembrance Day and the Christmas Lights Across Canada Ceremony as well as one-time special events. These events will often make use of Video Wall equipment for artistic support, public broadcast viewing, video messaging and other support requirements.

The scope of these requirements will change from event to event and from site to site. Even for events that are repeated year after year, requirements will often change from one year to the next. The purpose of establishing a Standing Offer Agreement is to establish a baseline set of equipment from which PCH can draw in order to support both the regular and one-time events

with standard packages which can be called up upon.

Each package will be designed to support the widest number of scenarios PCH is likely to encounter in the public events. The specifics of each event (times, dates and duration) will vary but all technical call ups will be done within the scope of the Standing Offers.

2. Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The Offeror shall supply one or more systems that conform to the technical specifications set out below.

For each event, PCH will inform the Offeror of locations and times where the systems are to be installed. PCH will arrange access points and times of access. The Offeror will need to supply names and dates of birth for all personnel for purposes of security clearances.

The Offeror must supply the make, model and license plate number for all vehicles and trailers entering work sites.

For all events, the system must be positioned, assembled and ready for public view 1 hour before the start of the event.

The Offeror will ensure that system is continuously staffed for the duration of the event.

2.2 Specifications and Standards

Further technical specifications for categories 1 to 3 and each of their sub-categories described below are included in Attachment 1 to Annex A - Specifications and Standards. They are the minimum requirements needed in order for the offeror to be qualified for these services.

CATEGORY 1: STAGE SUSPENDED VIDEO WALL PACKAGES

Screens to be suspended from an existing structure generally but not limited to outdoor mobile or site erected stages. The screen(s) may be suspended under the covered roof of a stage, from a side wing structure or from any other appropriate structure as designated by PCH.

It will be the responsibility of PCH to ensure the structure is capable of supporting the screen and its associated support equipment.

CATEGORY 2: OFFEROR SUPPLIED STRUCTURE SUSPENDED VIDEO WALL PACKAGES

Screens to be suspended from a structure supplied by the Offeror. The structure(s) may be constructed of existing structurally appropriate materials (e.g. truss or scaffolding) or a proprietary system owned by the Offeror. Any system used to support the video wall should be capable of supporting the load and must include drawings certified and stamped by an engineer licensed to practice in the provinces of Ontario or Quebec based on the location of the work to be done. Offeror must include system drawings for reference with their proposal. These drawings need not be certified and stamped at the time of proposal but must be certified at the offeror's expense before installation.

CATEGORY 3: SELF STANDING LED VIDEO WALL PACKAGES

Self-standing LED video wall systems generally sit upon a flat stable surface such as stage decking, scaffolding or, where practical, directly on flat and level ground. The system of support

design is at the discretion of the Offeror, so long as the system is approved by the manufacturer for use in this fashion. It is expected that the support structure would reside behind the video wall and would not be visible to the viewer if seen from directly in front.

CATEGORY 4: PERIPHERAL EQUIPMENT

Peripheral equipment is equipment that will be called upon to complete the above packages for specific scenarios.

4.1 Signal distribution

The signal distribution system must be capable of transmitting a clean undistorted and unaltered signal up to 200 meters from the original source.

- 4.1.1: 1 input 6 output signal distribution system
- 4.1.2: 1 input 12 output signal distribution system

4.2 Matrix switching system

A matrix switching unit must be capable of routing any of its supplied input signals to any output. The system must include one monitor for each input.

- 4.2.1: 8 input 4 output matrix switching system
- 4.2.2: 8 input 8 output matrix switching system

4.3 Production Switcher

A production switcher must be capable of receiving a variety of input sources and formats including computer signals to a minimum of SXGA, composite and component video, DVI, HDMI, HD/SDI and 4K.

In addition the switcher must be capable of providing:

- 1) Monitoring for each input
- 2) Transitions including mixes, dips and wipes
- 3) Be capable of adding a broadcast style switch controller for additional control

- 4.3.1: 8 input production switcher
- 4.3.2: 16 input production switcher
- 4.3.3: Broadcast switching controller

The Broadcast Switching Controller must provide additional control to the Production Switcher including single button access to transition controls and a minimum of one T-Bar control for manual transitions.

4.4 Video playback system

A video playback system shall be a system capable of ingesting and storing a minimum of 120 minutes of high definition video with stereo (left/right) audio. The control software for the system must be capable of building playlists and time lines, be able to play clips in random or non-linear fashion and must be able to accept external synchronization as necessary.

CATEGORY 5: PERSONNEL

Each system listed above is to include all the personnel required for the delivery and set-up of the system, a System Technician for up to 12 hours per day on rehearsal and show days, and all

personnel required for dismantle and removal of the system. Rental periods and the days allocated to tasks including set-up, rehearsals and dismantling are defined in Annex C (Basis of Payment).

PCH may on occasion request additional personnel depending on the complexity of the event.

5.1 System Technician: A System Technician shall have a full working knowledge of all equipment provided and shall direct and supervise all staff and assign tasks while on site. The System Technician shall report to the PCH representative (member of the PCH technical team) as needed.

5.2 Production Switcher Operator: The production switcher shall have a full working knowledge of any switching and scaling equipment provided and will perform set-up and switch operations under the direction of the System Technician, PCH representative (member of the PCH technical team) or designated third party.

5.3 Production Playback Operator: The production playback operator shall have a full working knowledge of the supplied playback system and shall be able to perform functions such as uploading content, assembling play lists and timelines and playback under the direction of the System Technician, PCH representative (member of the PCH technical team) or designated third party.

5.4 General Technician: A general technician would assist in any general capacity relating to the supplied equipment including but not limited to: assembling of screens and structures, placement of equipment, cabling, etc.

2.3 Technical, Operational and Organizational Environment

The Offeror will be tasked in handling and routing the artistic video program as well as partner messaging to the LED screen for viewing by the live audience. This will be achieved by equipment and personnel supplied by the Offeror. Sources of signals could include computer generated stills, graphic or movie files, video program from a broadcaster and these could originate from stage or from the control room. The purpose is to increase the visitors' experience. All technical compatibility issues regarding content will be handled by the PCH technical authority.

2.4 Project Management Control Procedures

The individual identified in the resulting call-ups against a Standing Offer as the Technical Authority shall be present during the set up and event. The System Technician shall report the progress of the installations/dismantling based on the timeline outlined for each event.

3. Other Terms and Conditions

3.1 PCH's Obligation

PCH will:

1. Assign a Technical Authority who will be available to coordinate the activities;
2. Make all final decisions such as scheduling changes, screen locations, etc.;
3. Provide vehicular and pedestrian traffic control measures;
4. Provide general site security;
5. Provide all video content;
6. Provide access to selected locations.

3.2 Offeror's Obligations

The Offeror shall:

1. Assign a representative who will be available to coordinate their activities;
2. Provide all necessary equipment and peripherals needed for the delivery of the services;
3. Provide all necessary equipment and cabling necessary to route video signals to and from stage (video signal from artist to control room and video signal from control room to video screen);
4. Provide all necessary labour and logistics for the site delivery, installation, operation and removal of the equipment;
5. Provide all necessary information regarding vehicle and personnel needed for security screening to enable site access;
6. Provide substitute personnel where clearances cannot be granted;
7. Provide an on-site electrical inspection certificate displaying conformity from Electrical Safety Authority when operating in Ontario.

3.3 Location of Work, Work site and Delivery Point

The work will be conducted rain, shine or snow outdoors. The screen may be outdoors and fully exposed to the elements or may be covered depending on the requirements for each event. The Offeror should make allowance that at least part of the work will be performed outdoors. The location of the events will be determined by PCH and PCH will ensure that the site is accessible, safe and suitable to work being performed. PCH will communicate the location to the Offeror in reasonable time and provide directions to the site.

3.4 Special Requirements

All equipment or assemblies used to provide these services must bear a recognized acceptance label for its use in Canada. Electronic equipment must have, as examples, a CSA, cUL, Intertek or another label identifying the product has been approved for use in Canada and Ontario. All equipment exposed to the elements must also carry documentation identifying that the product is approved for outdoor use.

The Offeror must also abide by all health and safety regulations and guidelines imposed by the Ministry of Labour of Ontario or Quebec depending on where the work is to be done. All personnel involved must be skilled in the trade they are performing and possess valid certification where regulated. If operation of a mobile work platform will be required during the assembly process, one member of the crew must be certified to use such equipment and must carry documented proof of qualification. The use of personal protective equipment must be used where mandated by Ministry code.

3.5 Travel and Living

All travel lodging and per diems for the support personnel must be included in the total cost for this service. No additional billing will be accepted for travel and living expenses.

All work is to be performed in the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [Department of Justice](#).

4. Project Schedule

4.1 Expected Start and Completion Dates

The start and completion dates will vary and will be determined on each Call-up against the Standing Offer issued.

5. Required Resources or Types of Roles to be performed

Offerors must provide all key personnel and specialized labourers needed for the planning, delivery, installation, operation, maintenance and removal of the equipment. The company System Technician must possess the knowledge necessary to lead the team in achieving the specified work in the time allotted. The System Technician and Operators must also have extensive knowledge of the equipment provided and its operation as well as industry best practices in the delivery of such services.

6. Applicable Documents

Site plan identifying infrastructure locations and a production schedule will be provided to the Offeror at least 7 days prior to an event.

**ATTACHMENT 1 TO ANNEX A
SPECIFICATIONS AND STANDARDS**

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
1 Stage Suspended Video Wall Packages	1.1	3.56 meter width by 2.0 meter height The Video Wall shall have a viewing area of 3.56 meters in width and 2.0 meters in height. A variance of up to +/- 7.5 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Power consumption no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. - Total weight for the system including, but not limited to, video panels, hanging brackets, truss, motors, associated rigging and cabling is not to exceed 750lbs (340 Kg) 	The screen shall meet the following specifications: <ul style="list-style-type: none"> - Pixel pitch of no greater than 7 millimeters - Minimum brightness of 4000 nits - Must have a minimum viewing angle of 150 degrees in the horizontal plane and 135 degrees in the vertical plane. - The screen shall be fitted with a system that allows the screen to be mounted in a curved shape. The system must be able to curve a minimum of 15 degrees forward or backward over a distance of 1 meter. - The screen must be able to resist a wind load of 50 km/h while raised and 60 km/h when lowered - Bear a recognized electrical certification for use in Ontario and Canada - Be certified for outdoor use in Ontario and Canada System price must include: <ul style="list-style-type: none"> - All rigging required to suspend the screen including but not limited to truss, bumpers, lifting devices (chainfalls or chain motors) spansets, shackles, wire rope, etc. - One processor/switcher capable of scaling and switching a minimum of four sources including computer signals (SVGA, XGA, SXGA etc.) composite and component video, DVI, HDMI, HD SDI and 4K. - One program and one preview monitor with the processor - All necessary cabling to transmit signal from source to screen to a distance of up to 45 meters (150 feet) - All costs related to delivery, installation, operation for up to 12 hours per day, maintenance and removal.
	1.2	4.45 meter width by 2.5 meter height The Video Wall shall have a viewing area of 4.45 meters in width and 2.5 meters in height. A variance of up to +/-10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Power consumption no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
			<ul style="list-style-type: none"> - Total weight for the system including, but not limited to, video panels, hanging brackets, truss, motors, associated rigging and cabling is not to exceed 1750lbs (794 Kg) 	
	1.3	6.22 meter width by 3.5 meter height The Video Wall shall have a viewing area of 6.22 meters in width and 3.5 meters in height. A variance of up to 10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Power consumption no greater than 100 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. - Total weight for the system including, but not limited to, video panels, hanging brackets, truss, motors, associated rigging and cabling is not to exceed 2500lbs (1134 Kg) 	
	1.4	7.1 meter width by 4 meter height The Video Wall shall have a viewing area of 7.1 meters in width and 4 meters in height. A variance of up to +/-10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Power consumption no greater than 150 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 200 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. - Total weight for the system including, but not limited to, video panels, hanging brackets, 	

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
			truss, motors, associated rigging and cabling is not to exceed 3500lbs (1588 Kg)	
2 Offeror Supplied Structure Suspended Video Walls Packages	2.1	3.56 meter width by 2.0 meter height The Video Wall shall have a viewing size of 3.56 meters in width and 2.0 meters in height. A variance of up to +/- 7.5 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Power consumption no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	<p>The screen shall meet the following specifications:</p> <ul style="list-style-type: none"> - Pixel pitch of no greater than 7 millimeters - Minimum brightness of 4000 nits - Have a minimum viewing angle of 150 degrees in the horizontal plane and 135 degrees in the vertical plane. - The screen shall be fitted with a system that allows the screen to be mounted in a curved shape. The system must be able to curve a minimum of 15 degrees forward or backward over a distance of 1 meter. - The screen must be able to resist a wind load of 50 km/h while raised and 60 km/h when lowered - Bear a recognized electrical certification for use in Ontario and Canada - Be certified for outdoor use in Ontario and Canada <p>The support structure shall meet the following specifications:</p> <ul style="list-style-type: none"> - Shall be constructed of materials appropriate to the purpose either from materials common to the event industry (e.g. rigging truss or scaffolding) - Be of sufficient height to raise the screen to a height of 2 meters measured from the ground to the lowest part of the screen. - Be able to withstand a wind load of up to 60 km/h with the screen raised in position and up to 80 km/h with the screen lowered to the ground. - The Offeror must include in the bid scaled drawings of the proposed structure. - The Offeror must supply detailed drawings of the proposed structure(s) that have been approved and stamped by a Professional Engineer licensed to operate in the province of Ontario or the province of Quebec depending on where the work is to be done (required at time of issuance of a Call-up against the Standing Offer). <p>System price must include:</p>
	2.2	4.45 meter width by 2.5 meter height The Video Wall shall have a viewing size of 4.45 meters in width and 2.5 meters in height. A variance of up to +/- 10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Power consumption no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	
	2.3	6.22 meter width by 3.5 meter height The Video Wall shall have a viewing size of 6.22 meters in width and 3.5 meters in height. A variance of up to +/- 10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Power consumption no greater than 100 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	
	2.4	7.1 meter width by 4.0 meter height	<ul style="list-style-type: none"> - Power consumption no greater than 150 amps 3 phases at 120/208 volts 	

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
		<p>The Video Wall shall have a viewing size of 7.1 meters in width and 4.0 meters in height. A variance of up to +/- 10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.</p>	<ul style="list-style-type: none"> - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 200 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	<ul style="list-style-type: none"> - All rigging required to suspend the screen including but not limited to truss, bumpers, lifting devices (chainfalls or chain motors) spansets, shackles, wire rope, etc. - One processor/switcher capable of scaling and switching a minimum of four sources including computer signals (SVGA, XGA, SXGA etc.) composite and component video, DVI, HDMI, HD SDI and 4K. - One program and one preview monitor with the processor - All necessary cabling to transmit signal from source to screen to a distance of up to 45 meters (150 feet) - The structure and all of its components including ballast - The cost of engineering certification - The cost of any heavy machinery required to assemble to structure and its components. - All costs related to delivery installation, operation for up to 12 hours per day, maintenance and removal.
3 Self- Standing LED Video Wall Packages	3.1	3.56 meter width by 2.0 meter height <p>The Video Wall shall have a viewing size of 3.56 meters in width and 2.0 meters in height. A variance of up to +/- 7.5 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.</p>	<ul style="list-style-type: none"> - Have a power consumption of no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	<ul style="list-style-type: none"> - Pixel pitch of no greater than 7 millimeters - Minimum brightness of 4000 nits - Have a minimum viewing angle of 150 degrees in the horizontal plane and 135 degrees in the vertical plane. - The screen shall be fitted with a system that allows the screen to be mounted in a curved shape. The system must be able to curve a minimum of 15 degrees forward or backward over a distance of 1 meter. - The screen must be able to resist a wind load of 50 km/h when in position. - Bear a recognized electrical certification for use in Ontario and Canada - Be certified for outdoor use in Ontario and Canada
	3.2	4.45 meter width by 2.5 meter height <p>The Video Wall shall have a viewing size of 4.45 meters in width and 2.5 meters in height. A variance of up to +/- 10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.</p>	<ul style="list-style-type: none"> - Have a power consumption of no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	<p>The support structure shall meet the following specifications:</p> <ul style="list-style-type: none"> - Shall have a platform support system (portable stage decking, scaffold or similar system) with heights available between 30 centimeters and 1.83 meters - The platform shall be dressed in black cloth to cover the structure. <p>System price must include:</p>

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
		aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.		<ul style="list-style-type: none"> - One processor/switcher capable of scaling and switching a minimum of four sources including computer signals (SVGA, XGA, SXGA etc.) composite and component video, DVI, HDMI, HD/SDI and 4K. - One program and one preview monitor with the processor - All necessary cabling to transmit signal from source to screen to a distance of up to 45 meters (150 feet) - The structure and all of its components including ballast - The cost of engineering certification - The cost of any heavy machinery required to assemble to structure and its components. - All costs related to delivery installation, operation for up to 12 hours per day, maintenance and removal
	3.3	6.22 meter width by 3.5 meter height The Video Wall shall have a viewing size of 6.22 meters in width and 3.5 meters in height. A variance of up to +/- 10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Have a power consumption of no greater than 100 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	
	3.4	7.1 meter width by 4.0 meter height The Video Wall shall have a viewing size of 7.1 meters in width and 4.0 meters in height. A variance of up to +/- 10 centimeters will be permitted in either dimension so long as the 16x9 aspect ratio (1.7778:1) is maintained to no greater than +/- 5%.	<ul style="list-style-type: none"> - Have a power consumption of no greater than 150 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 200 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	

ANNEX “B”
MANDATORY EVALUATION CRITERIA

MANDATORY EVALUATION CRITERIA: The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror in meeting mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

MANDATORY CRITERIA – RENTAL OF LED VIDEO SCREENS AND RELATED EQUIPMENT				
Mandatory Requirements		Met	Not Met	Cross- Reference in the Offer
M1	The Offeror must demonstrate compliance with the Specifications and Standards of each Category and Sub-Category for which they are submitting an Offer as defined in the Statement of Work at Annex A and the Specifications and Standards at Attachment 1 to Annex A. Offerors must complete and submit a completed Attachment 2 to Annex B to demonstrate compliance with the technical requirements.			
M2	The Offeror must demonstrate that it possesses, or has access to, the minimum equipment requirements for each of the Categories for which they are submitting an Offer. Minimum requirements per sub-category are defined at Attachment 1 to Annex B.			

ATTACHMENT 1 TO ANNEX B

MINIMUM EQUIPMENT REQUIREMENTS

The Offeror must demonstrate that it possesses or has access to the following equipment at all times and for any given event.

PCH will have requirements on events for multiple screens. For technical and aesthetic reasons it may be necessary for these screens to be identical especially with multiple screens of the same size at the same location. The grid below will lay out the maximum number of screens required of each given size. The Offeror must possess sufficient stock of components to fulfill the requirements of the categories for which they are making an offer. It is not required that the Offeror have sufficient stock to fill all categories on which they make an Offer but must have sufficient **identical** components for any given category.

Note: PCH acknowledges that there may be circumstances such as late date increases in requirements that may leave the Offeror without sufficient components to supply identical units. PCH may at its sole discretion permit the use of non-identical components provided all other technical and mandatory requirements are met.

The table below defines the number of identical units required for each sub-category.

Category 1: Stage Suspended Video Wall

Sub-category	Size	Requirement
1.1	3.56 meter width x 2.0 meter height	4 units
1.2	4.45 meter width x 2.5 meter height	4 units
1.3	6.22 meter width x 3.5 meter height	2 units
1.4	7.1 meter width x 4.0 meter height	2 units

Category 2: Offeror Supplied Structure Suspended Video Wall

Sub-category	Size	Requirement
2.1	3.56 meter width x 2.0 meter height	4 units
2.2	4.45 meter width x 2.5 meter height	4 units
2.3	6.22 meter width x 3.5 meter height	2 units
2.4	7.1 meter width x 4.0 meter height	2 units

Category 3: Self-Standing Video Wall

Sub-category	Size	Requirement
3.1	3.56 meter width x 2.0 meter height	4 units
3.2	4.45 meter width x 2.5 meter height	4 units
3.3	6.22 meter width x 3.5 meter height	2 units
3.4	7.1 meter width x 4.0 meter height	2 units

ATTACHMENT 2 TO ANNEX B

TECHNICAL EVALUATION GRID

The grid will serve as a checklist of mandatory specifications that must be filled for an Offer to be considered. Any system not fulfilling the mandatory specifications will be removed from consideration.

Complete each section which will be confirmed for conformity during the evaluation process. The tables below must be completed for each Category and Sub-Category for which an Offer is being presented.

CATEGORY 1: STAGE SUSPENDED VIDEO WALL PACKAGE

1.1: 3.56 meter width by 2.0 meter height stage suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Total weight of system		YES / NO
Sufficient components for 4 identical units		YES / NO

1.2: 4.45 meter width by 2.5 meter height stage suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Total weight of system		YES / NO
Sufficient components for 4 identical units		YES / NO

1.3: 6.22 meter width by 3.5 meter height stage suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Total weight of system		YES / NO
Sufficient components for 2 identical units		YES / NO

1.4: 7.1 meter width by 4.0 meter height stage suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Total weight of system		YES / NO
Sufficient components for 2 identical units		YES / NO

CATEGORY 2: OFFEROR SUPPLIED STRUCTURE SUSPENDED VIDEO WALL PACKAGE

2.1: 3.56 meter width by 2.0 meter height contractor supplied structure suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO

Wind resistance: Lowered		YES / NO
Wind resistance of structure		YES / NO
Ground clearance of screen		YES / NO
Sufficient components for 4 identical units		YES / NO
System drawings included		YES / NO

2.2: 4.45 meter width by 2.5 meter height contractor supplied structure suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Wind resistance of structure		YES / NO
Ground clearance of screen		YES / NO
Sufficient components for 4 identical units		YES / NO
System drawings included		YES / NO

2.3: 6.22 meter width by 3.5 meter height contractor supplied structure suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Wind resistance of structure		YES / NO
Ground clearance of screen		YES / NO
Sufficient components for 2 identical units		YES / NO
System drawings included		YES / NO

2.4: 7.1 meter width by 4 meter height contractor supplied structure suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Wind resistance of structure		YES / NO
Ground clearance of screen		YES / NO
Sufficient components for 2 identical units		YES / NO
System Drawings included		YES / NO

CATEGORY 3: SELF STANDING VIDEO WALL PACKAGE
3.1: 3.56 meter width by 2.0 meter height self-standing video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Screen		YES / NO
Wind resistance: Structure		YES / NO
Platform height: Minimum		YES / NO
Platform height: Maximum		YES / NO
Sufficient components for 4 identical units		YES / NO

3.2: 4.45 meter width by 2.5 meter height self-standing video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO

Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Screen		YES / NO
Wind resistance: Structure		YES / NO
Platform height: Minimum		YES / NO
Platform height: Maximum		YES / NO
Sufficient components for 4 identical units		YES / NO

3.3: 6.22 meter width by 3.5 meter height self-standing video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Screen		YES / NO
Wind resistance: Structure		YES / NO
Platform height: Minimum		YES / NO
Platform height: Maximum		YES / NO
Sufficient components for 2 identical units		YES / NO

3.4: 7.1 meter width by 4.0 meter height self-standing video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Screen		YES / NO
Wind resistance: Structure		YES / NO
Platform height: Minimum		YES / NO
Platform height: Maximum		YES / NO
Sufficient components for 2 identical units		YES / NO

ANNEX "C"

BASIS OF PAYMENT

The Offeror will be paid in accordance with the following Basis of Payment pursuant to the issuance of a Call-up.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra.

During the period of the Standing Offer, for Work performed or goods delivered in accordance with each Call-up against the Standing Offer, the Offeror will be paid as specified below.

Note: All proposed personnel must be available to work outside normal office hours for the duration of the Standing Offer. No overtime charges will be authorized under this Standing Offer. Payment will be for hours actually worked.

RENTAL PERIOD DEFINITIONS

One Day Rental

For each package:

- One day will be given for installation of the screen and any supporting equipment;
- One day for rehearsals;
- One show day;
- One day for dismantle and removal of the screen.
- Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below of the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

Subsequent Day Rental

The Subsequent Day Rental rate is a rental rate for additional dates for a screen that is already installed. Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below of the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

One Week Rental

For each package:

- One day will be given for installation of the screen and any supporting equipment;
- One day for rehearsals;
- Four show days;
- One day for dismantle and removal of the screen.
- Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below of the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

Subsequent Week Rental

The Subsequent Week Rental rate is a rental for additional weeks for a screen that is already installed. This price will include the use of the screen for seven (7) additional days. Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below of the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

One Month Rental

For each package:

- One day will be given for installation of the screen;
- One day for rehearsals
- Twenty eight show days
- One day for dismantle and removal of the screen.
- Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below of the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

Notes to Offerors:

- *If only submitting an Offer for one of the three (3) categories of screens, Offerors are only required to complete the table for the corresponding category for each period of the Standing Offer AND provide rates for peripheral equipment (Category 4) and personnel (Category 5).*
- *Pricing is to be provided for single units of each category and sub-category.*

1.0 INITIAL STANDING OFFER PERIOD
Two (2) years from issuance of the Standing Offer

Category	Sub-Category	Description	Daily Rate	Subsequent Days' Rate	Weekly Rate	Subsequent Week's Rate	Monthly Rate
1 Stage Suspended Video Wall Packages	1.1	3.56 meter width by 2.0 meter height					
	1.2	4.45 meter width by 2.5 meter height					
	1.3	6.22 meter width by 3.5 meter height					
	1.4	7.1 meter width by 4 meter height					
2 Offeror Supplied Structure Suspended Video Walls Packages	2.1	3.56 meter width by 2.0 meter height					
	2.2	4.45 meter width by 2.5 meter height					
	2.3	6.22 meter width by 3.5 meter height					
	2.4	7.1 meter width by 4 meter height					
3 Self-Standing LED Video Wall Packages	1.1	3.56 meter width by 2.0 meter height					
	1.2	4.45 meter width by 2.5 meter height					
	1.3	6.22 meter width by 3.5 meter height					
	1.4	7.1 meter width by 4 meter height					

Category	Sub-Category	Description	Daily Rate	Subsequent Days' Rate	Weekly Rate	Subsequent Week's Rate	Monthly Rate
4	4.1	4.1.1 1 input 6 output signal distribution system					

Peripheral Equipment	Signal Distribution	4.1.2 1 input 12 output signal distribution system					
	4.2 Matrix Switching System	4.2.1 8 input 4 output matrix switching system					
		4.2.2 8 input 8 output matrix switching system					
	4.3 Production Switcher	4.3.1 8 input Production Switcher					
		4.3.2 16 input Production Switcher					
		4.3.3 Broadcast Switching Controller					
	4.4 Video Playback System	4.4 Video Playback System					

Category	Sub-Category	Description	All-Inclusive Hourly Rate*
5 Personnel	5.1	System Technician	
	5.2	Production Switcher	
	5.3	Production Playback Operator	
	5.4	General Technician	

2.0 OPTION PERIODS
2.1 OPTION PERIOD ONE

Category	Sub-Category	Description	Daily Rate	Subsequent Days' Rate	Weekly Rate	Subsequent Week's Rate	Monthly Rate
1 Stage Suspended Video Wall Packages	1.1	3.56 meter width by 2.0 meter height					
	1.2	4.45 meter width by 2.5 meter height					
	1.3	6.22 meter width by 3.5 meter height					
	1.4	7.1 meter width by 4 meter height					
2 Offeror Supplied Structure Suspended Video Walls Packages	2.1	3.56 meter width by 2.0 meter height					
	2.2	4.45 meter width by 2.5 meter height					
	2.3	6.22 meter width by 3.5 meter height					
	2.4	7.1 meter width by 4 meter height					
3 Self-Standing LED Video Wall Packages	1.1	3.56 meter width by 2.0 meter height					
	1.2	4.45 meter width by 2.5 meter height					
	1.3	6.22 meter width by 3.5 meter height					
	1.4	7.1 meter width by 4 meter height					

Category	Sub-Category	Description	Daily Rate	Subsequent Days' Rate	Weekly Rate	Subsequent Week's Rate	Monthly Rate
4	4.1	4.1.1 1 input 6 output signal distribution system					

Peripheral Equipment	Signal Distribution	4.1.2 1 input 12 output signal distribution system					
	4.2 Matrix Switching System	4.2.1 8 input 4 output matrix switching system					
		4.2.2 8 input 8 output matrix switching system					
	4.3 Production Switcher	4.3.1 8 input Production Switcher					
		4.3.2 16 input Production Switcher					
		4.3.3 Broadcast Switching Controller					
	4.4 Video Playback System	4.4 Video Playback System					

Category	Sub-Category	Description	All-Inclusive Hourly Rate*
5 Personnel	5.1	System Technician	
	5.2	Production Switcher	
	5.3	Production Playback Operator	
	5.4	General Technician	

2.2 OPTION PERIOD TWO

Category	Sub-Category	Description	Daily Rate	Subsequent Days' Rate	Weekly Rate	Subsequent Week's Rate	Monthly Rate
1	1.1	3.56 meter width by 2.0 meter height					

Category	Sub-Category	Description	Daily Rate	Subsequent Days' Rate	Weekly Rate	Subsequent Week's Rate	Monthly Rate
Stage Suspended Video Wall Packages	1.2	4.45 meter width by 2.5 meter height					
	1.3	6.22 meter width by 3.5 meter height					
	1.4	7.1 meter width by 4 meter height					
2 Offeror Supplied Structure Suspended Video Walls Packages	2.1	3.56 meter width by 2.0 meter height					
	2.2	4.45 meter width by 2.5 meter height					
	2.3	6.22 meter width by 3.5 meter height					
	2.4	7.1 meter width by 4 meter height					
3 Self-Standing LED Video Wall Packages	1.1	3.56 meter width by 2.0 meter height					
	1.2	4.45 meter width by 2.5 meter height					
	1.3	6.22 meter width by 3.5 meter height					
	1.4	7.1 meter width by 4 meter height					

Category	Sub-Category	Description	Daily Rate	Subsequent Days' Rate	Weekly Rate	Subsequent Week's Rate	Monthly Rate
4 Peripheral Equipment	4.1 Signal Distribution	4.1.1 1 input 6 output signal distribution system					
		4.1.2 1 input 12 output signal distribution system					
	4.2	4.2.1 8 input 4 output matrix switching system					

	Matrix Switching System	4.2.2 8 input 8 output matrix switching system					
	4.3 Production Switcher	4.3.1 8 input Production Switcher					
		4.3.2 16 input Production Switcher					
		4.3.3 Broadcast Switching Controller					
	4.4 Video Playback System	4.4 Video Playback System					

Category	Sub-Category	Description	All-Inclusive Hourly Rate*
5 Personnel	5.1	System Technician	
	5.2	Production Switcher	
	5.3	Production Playback Operator	
	5.4	General Technician	

3. CANCELLATIONS

If Canada cancels or reschedules an event, the Offeror will be paid as follows:

Cancellation or Reschedule – less than 48 hours before event	100% of firm all-inclusive call-up value
Cancellation or Reschedule – more than 48 hours before the event	No charge

ATTACHMENT 1 TO ANNEX C**EXAMPLE OF REQUIREMENTS FOR THE PURPOSE OF THE FINANCIAL EVALUATION**

The purpose of this document is to evaluate the financial term of each bid based on typical usage. The scenario assumes technical compliance on the part of the Offeror. The price for evaluation purposes will be the sum of all scenarios for each category. For example, for Category 1, the price for financial evaluation purposes is the sum of scenarios 1.1 through to 1.4.

Offerors ARE NOT required to complete this document. It will be completed by the Standing Offer Authority following the technical evaluation.

Category 1: Stage Suspended Video Wall**Scenario 1.1**

3.56 metre width x 2.0 metre height screen (Category 1.1) for Winterlude at Confederation Park

This installation will be for a single 3.56 metre x 2.0 metre screen installed in Confederation Park in Ottawa. The screen will be suspended from the rear points of a mobile stage. In addition we will require a production switcher that can accept the following inputs:

- 3 x cameras
- 2 x computer sources
- 2 x video playback systems

PCH will provide the computer and camera sources. Offeror will supply the video playback systems as defined in Category 4.4 of the Statement of Work at Annex A.

The Offeror will be required to provide the crew for the installation and dismantle of the screen as well as a Production Switcher Operator (Category 5.2) and a Production Playback Operator (Category 5.3) as laid out in the schedule below. All equipment and personnel will be housed in a heated trailer approximately 125' from the screen position.

Tuesday January 29, 2019
Installation of video screen 08:00-17:00

Wednesday January 30, 2019
Lighting and video programming: 12:00-23:00

Thursday January 31, 2019
Rehearsals and programming: 13:00-22:00

Friday February 1, 2019
Rehearsals and show: 12:00-23:00

Saturday February 2, 2019
Show: 10:00-15:00
Show: 18:30-22:30

Sunday February 3, 2019
Show: 10:00-15:30

Friday February 8, 2019
Show: 18:00-22:30

Saturday February 9, 2019
 Show: 10:00-22:30

Sunday February 10, 2019
 Show: 10:00-15:30

Friday February 15, 2019
 Show: 18:30-22:30

Saturday February 16, 2019
 Show: 10:00-23:00

Sunday February 17, 2019
 Show: 10:00-18:00

Monday February 18, 2019
 Removal of screen and technical equipment: 09:00-18:00

Production Switcher Operator and Playback Operator will be required for all rehearsal, programming and show dates. The screen will remain installed but not in use in between show dates.

Required Materials

- 1 x 3.56 x 2.0 metre screen
- 1 x Production Switcher
- 2 x video playback system

Required Additional Personnel

- Production Switcher Operator (Category 5.2)
- Production Playback Operator (Category 5.3)

Scenario 1.1 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rate	Total
1.1	3.56 x 2.0 metre screen	1 week + 2 subsequent weeks OR 1 month *	1		
4.3.1	8 input Production switcher	1 week + 2 subsequent weeks OR 1 month *	1		
4.4	Video playback system	1 week + 2 subsequent weeks OR 1 month *	2		
5.2	Production Switcher Operator	85 hours	1		
5.3	Production Playback Operator	85 hours	1		

* The lowest amount of the two (2) options will be used for purposes of the financial evaluation.

Scenario 1.2

4.45 metre width x 2.5 metre height screen (Category 1.2) for Canada Day at Majors Hill Park and Jacques Cartier Park

This installation will be for two 4.45 metre x 2.5 metre screens. One screen will be installed in Majors Hill Park in Ottawa, the other in Jacques Cartier Park in Gatineau. The screens will be suspended from the rear points of a mobile stage. Personnel and switching equipment will be housed in a Front of House position approximately 110' from the stage. The switcher/scaler will be the unit described in Attachment 1 to Annex A. The inputs will be two computer sources and one high definition video source.

The Offeror will be required to provide crew for the installation and dismantle of the screen as well as a Production Switcher Operator (Category 5.2) as per the schedule laid out below. The operator will need to be present for all rehearsal and programing as well as show times.

The production schedule will run as follows:

June 29 09:00-18:00: Screen and infrastructure install
 June 30 13:00-22:00: Rehearsal and programming
 July 1 10:00-22:00: Show
 July 2 08:00-16:00: Remove screen and infrastructure

Required Materials

2 x 4.45 x 2.0 metre screen

Required Additional Personnel

Production Switcher Operator Category 5.2

Scenario 1.2 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
1.2	4.45 x 2.0 metre screen	1 day + 3 subsequent days	2		
5.2	Production Switcher Operator	21 hours	2		

Scenario 1.3

6.22 metre width x 3.5 metre height screen (Category 1.3) for Orchestra in the Park at Lebreton Flats

This installation will be for two 6.22 metre x 3.5 metre screens at Lebreton Flats in Ottawa. These screens will be suspended from the lateral rigging beams of a mobile stage and will be used for image magnification and information signage. The switcher/scaler will be the unit described in Attachment 1 to Annex A. The inputs will be two computer sources and one SDI video source from the camera switcher. In addition the Offeror will supply 1 x 1 input 12 output signal distribution system (Category 4.1.2) to distribute identical signal to both screens and other monitors within the production area. The video control area will be located backstage approximately 80 feet from the screens.

The Offeror will be required to provide crew for the installation and dismantle of the screen as well as a Production Switcher Operator (Category 5.2) as per the schedule laid out below. The operator will need to be present for all rehearsal and programing as well as show times.

July 28 09:00-18:00: Screen and infrastructure install
 July 29 13:00-17:00: Rehearsal and programming
 July 30 19:00-22:00: Show

July 31 19:00-22:00: Show
 August 1 19:00-22:00: Show
 August 2 08:00-16:00: Remove screen and infrastructure

Required Materials

2 x 6.22 x 3.5 metre screen
 1 x 1 input 12 output signal distribution system (Category 4.1.2)

Required Additional Personnel

Production Switcher Operator (Category 5.2)

Scenario 1.3 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rate	Total
1.3	6.22 x 3.5 metre screen	1 week	2		
4.1.2	1 input 12 output signal distribution system	1 week	1		
5.2	Production Switcher Operator	13 hours	1		

Scenario 1.4

7.1 metre width x 4.0 metre height screen (Category 1.4) for Canada Day on Parliament Hill

This installation will be for one 7.1 meter x 4.0 meter screen on Parliament Hill in Ottawa. This screen will be suspended from a bridge truss on the main walk leading up the stage. The screen will face the stage and will be used as a teleprompter and timing clock. The switcher/scaler will be the unit described in Attachment 1 to Annex A. The inputs will be two computer sources. The video control area will be located backstage approximately 120 feet from the screen.

The Offeror will be required to provide crew for the installation and dismantle of the screen as well as a Production Switcher Operator (Category 5.2) as per the schedule laid out below. The operator will need to be present for all rehearsal and programing as well as show times.

The production schedule will run as follows:

June 27 10:00-18:00: Screen and infrastructure install
 June 28 Dark day No production requirement
 June 29 12:00-22:00: Rehearsal and programming
 June 30 13:00-22:00: Rehearsal and programming
 July 1 10:00-22:00: Show
 July 2 08:00-16:00: Remove screen and infrastructure

Required Materials

1 x 7.1 x 4.0 metre screen (Category 1.4)

Required Additional Personnel

Production Switcher Operator (Category 5.2)

Scenario 1.4 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rate	Total
1.4	7.1 x 4.0 metre screen	1 week	1		
5.2	Production Switcher	31 hours	1		

	Operator				
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Category 2: Contractor Supplied Structure Suspended Video Wall

Scenario 2.1

3.56 metre width x 2.0 metre height screen (Category 2.1) for Canada Day at the Capital Information Centre

This installation will be for a single 3.56 metre x 2.0 metre screen installed in the forecourt of the Capital Information Centre at 90 Wellington Street in Ottawa. The screen will be assembled in the centre of the forecourt to be used as digital signage for Canada Day events. The input will be a computer on a timed loop. The computer and scaler/switcher will be secured inside the Capital Information Centre. PCH will supply barricades around the screen. No operator will be required for this unit though a representative will be needed to turn on the screen in the morning and shut it down at the end of the event.

The production schedule will run as follows:

June 30 10:00-18:00: Screen and infrastructure install
 July 1 08:00-23:00: Show
 July 2 08:00-16:00: Remove screen and infrastructure

Required Materials

1 x 3.56 x 2.0 metre screen with structure

Scenario 2.1 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
2.1	3.56 x 2.0 metre screen with structure	1 day + 2 subsequent days	1		

Scenario 2.2

4.45 metre width x 2.5 metre height screen (Category 2.2) for a Special Event on Parliament Hill

This installation will be for 4 x 4.45 metre x 2.5 metre screens. The screens and structure will be assembled on the main lawn to provide image magnification and content playback. The control centre will be located on the upper drive approximately 400 feet from the farthest screen. Power sources will be available no more than 200 feet from the farthest screen.

This scenario will require an 8 input 4 out Matrix Switcher (Category 4.2.1) and a Production Switcher Operator (Category 5.2).

The production schedule will run as follows:

May 7 10:00-20:00: Screen and infrastructure install
 May 8 10:00-20:00: Rehearse
 May 9 10:00-16:00: Show
 May 10: 08:00-16:00: Remove screen and infrastructure

Required Materials

4 x 4.45 x 2.5 metre screen with structure
 1 x 8 input 4 out Matrix Switcher (Category 4.2.1)

Required Additional Personnel

Production Switcher Operator (Category 5.2)

Scenario 2.2 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
2.2	4.45 x 2.5 metre screen with structure	1 day + 3 subsequent days	4		
4.2.1	8 input x 4 out Matrix Switcher	4 days	1		
5.2	Production Switcher Operator	16 hours	1		

Scenario 2.3

6.22 metre width x 3.5 metre height screen (Category 2.3) for Ceremony of Remembrance Day at Sappers Bridge Plaza

This installation will be for 1 x 6.22 metre x 3.5 metre screen. The screens and structure will be assembled on Sappers Bridge plaza to provide image magnification and content playback for the Ceremony of Remembrance Day. The screen will receive signal from a wireless RF receiver located beside the screen. Power will be provided from an electrical bollard located below the bridge.

The production schedule will run as follows:

November 10: 10:00-20:00: Screen and infrastructure install
 November 11: 09:00-13:00: Ceremony
 November 11: 14:00-20:00 Remove screen and infrastructure

Required Materials

1 x 6.22 metre x 3.5 metre screen with structure

Scenario 2.3 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
2.3	6.22 x 3.5 metre screen with structure	1 day + 1 subsequent day	1		

Scenario 2.4

7.1 metre width x 4.0 metre height screen (Category 2.4) at Rideau Canal for Winterlude

This installation will be for 1 x 7.1 metre x 4.0 metre screen. The screens and structure will be assembled on the plaza opposite Ottawa Congress Centre to provide information and content playback for skaters on the Rideau Canal Skateway. All playback equipment will be housed in a secure kiosk within 50' of the proposed location.

No operator is required for this installation however due to the length of the installation and the winter weather it is requested that the screen receive a regular maintenance check of according the schedule below.

Wednesday January 30, 2019
 Installation of video screen 08:00-17:00

Thursday January 31, 2019
 Programming: 10:00-17:00

Friday February 1, 2019- Monday February 18, 2019
 Content stream 06:00-21:00 (at all other times at Winterlude logo will be used as a screen saver)

Monday February 4, 2019
Maintenance Check

Wednesday February 6, 2019
Maintenance Check

Saturday February 9, 2019
Maintenance Check

Monday February 11, 2019
Maintenance Check

Wednesday February 13, 2019
Maintenance Check

Saturday February 16, 2019
Maintenance Check

Tuesday February 19, 2019
Removal of screen and technical equipment: 09:00-18:00

Required materials

7.1 metre width x 4.0 metre height screen (Category 2.4)

Required additional personnel

1 general technician to perform maintenance checks

Scenario 2.4 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
2.4	7.1 x 4.0 metre screen with structure	1 week + 2 subsequent weeks OR 1 month *	1		
5.4	General Technician	24 hours	1		

* The lowest amount of the two (2) options will be used for purposes of the financial evaluation.

Category 3: Self Standing Video Wall

Scenario 3.1

3.56 metre width x 2.0 metre height screen (Category 3.1), 3 locations along the Rideau Canal (National Arts Centre, 5th Avenue, Dow's Lake) for Winterlude

This installation will require 3 x 3.56 metre by 2.0 metre screens, one each at the National Arts Centre, 5th Avenue and Dows Lake along the Rideau Canal Skateway during Winterlude. The screens will be used to display messaging and content for the duration of Winterlude.

PCH will provide a suitable and secure location as well as stable and level platform on which the screen may be assembled. PCH will also provide a safe and secure location for all electronics. The content will come from a single computer source that will be updated daily.

No operator will be required but a technician must be available each day of the event to activate the screens at 06:00 local time each day and shut off the screens at 22:00 local time each day.

Wednesday January, 30 2019
 Install video screens 08:00-18:00

Thursday January 31, 2019
 Complete installation and programming 08:00-18:00

Friday February 1-Monday February 18, 2019
 Daily power up, shut down and maintenance

Tuesday February 19, 2019
 Remove all screens and infrastructure

Required Materials

3 x 3.56 metre width x 2.0 metre height screen (Category 3.1)

Scenario 3.1 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
3.1	3.56 x 2.0 metre screen	1 week + 2 subsequent weeks OR 1 month *	3		
5.4	General Technician	144 hours	1		

* The lowest amount of the two (2) options will be used for purposes of the financial evaluation.

Scenario 3.2

4.45 metre width x 2.5 metre height screen (Category 3.2) for Canada Day at Jacques Cartier Park

This installation will require a single 4.45 metre by 2.5 metre screen assembled in Jacques Cartier Park in Gatineau Quebec for Canada Day. The screen will allow for interactive gaming on a giant screen with gaming provided by an event sponsor. The sponsor will provide a level and stable platform for the screen as well as all content. The input will be the HDMI output of a video game console.

The production schedule will run as follows:

June 30 10:00-18:00: Screen and infrastructure install
 July 1 09:00-17:00: Show
 July 2 08:00-16:00: Remove screen and infrastructure

Required Materials

1 x 4.45 metre width x 2.5 metre height screen Category 3.2

Scenario 3.2 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
3.2	4.45 x 2.5 metre screen	1 day + 2 subsequent days	3		
5.4	General Technician	10 hours	1		

Scenario 3.3

6.22 metre width x 3.5 metre height screen Category 3.3
 Winterlude Opening
 Canadian Museum of History

This installation will require a single 6.22 metre x 3.5 metre screen assembled at the Canadian Museum of History in Gatineau Quebec for the Opening Ceremony for Winterlude. The screen will be part of an interactive art installation. The input will be a single DVI-D connection.

The production schedule will run as follows:

January 28 10:00-18:00: Screen and infrastructure install
 January 28 19:00-23:00: Programming
 January 29 17:00-23:00: Rehearsal
 January 30 17:00-23:00: Show
 January 31 09:00-16:00: Remove screen and infrastructure

Required Materials

1 x 6.22 metre width x 3.5 metre height screen (Category 3.3)

Scenario 3.3 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
3.3	6.22 x 3.5 meter screen	1 day + 3 subsequent days	1		

Scenario 3.4

7.1 metre width x 4.0 metre height screen (Category 3.4) on Sparks Street for Remembrance Day

This installation will require a single 7.1 metre x 4.0 metre screen to be installed on Sparks Street near Elgin Street in Ottawa as part of a display of the names of Canadian War Dead prior to and on Remembrance Day. The screen will begin scrolling names and photos of war dead beginning November 5th and ending at midnight November 11th. The input will be a single DVI computer signal.

The production schedule will run as follows:

November 3 08:00-18:00: Screen and infrastructure install
 November 4 10:00-16:00: programming and testing
 November 5 00:01-23:59: Run
 November 11: Run
 November 12 08:00-16:00 Remove screen and infrastructure

Required Materials

1 x 7.1 metre width x 4.0 metre height screen (Category 3.3)

Scenario 3.4 Price for purpose of the financial evaluation

Category	Description	Duration	Quantity	Rates	Total
3.4	7.1 x 4.0 screen	1 week + 2 subsequent days	1		

TOTAL PRICE PER CATEGORY FOR FINANCIAL EVALUATION PURPOSES

Category	Sub-Category	Description	Sub-total	Total per Category
1	1.1	3.56 meter width by 2.0 meter height		
	1.2	4.45 meter width by 2.5 meter height		
	1.3	6.22 meter width by 3.5 meter height		
	1.4	7.1 meter width by 4 meter height		
2	2.1	3.56 meter width by 2.0 meter height		
	2.2	4.45 meter width by 2.5 meter height		
	2.3	6.22 meter width by 3.5 meter height		
	2.4	7.1 meter width by 4 meter height		
3	3.1	3.56 meter width by 2.0 meter height		
	3.2	4.45 meter width by 2.5 meter height		
	3.3	6.22 meter width by 3.5 meter height		
	3.4	7.1 meter width by 4 meter height		

ANNEX “D”
OFFER OF SERVICES FORM

<i>(to be filled in by the Offeror)</i>	
Offeror’s full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Offeror’s Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>	
Offeror’s GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of “Former Public Servant”.	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled “Former Public Servant Certification”
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled “Former Public Servant Certification”
Integrity Provisions (as per Part 5 of the bid solicitation)	Declaration of Convicted Offences Integrity Declaration Form (to be completed only when you meet all three of the following conditions): <ol style="list-style-type: none"> 1. You are a government supplier 2. You, one of your affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada and to the best of your knowledge and belief, the offence may be similar to one of the listed offences in the <i>Ineligibility and Suspension Policy</i> 3. You are unable to provide any of the certifications required by the integrity provisions. Click here to complete the form and instructions for its submittal.

	Required Documentation Section 17 of the <i>Ineligibility and Suspension Policy</i> (http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) 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 offeror's organizational structure: <ul style="list-style-type: none"> - 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. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract. Complete the form online, print, sign and attach it to the bid.	
Security Clearance Level of the Offeror (of the company) i. Company's name and full address as they appear on the security clearance application: ii. Security clearance level granted and file number: iii. Expiry date:	i.	
	Designated Organization Screening (DOS)	Yes <input type="checkbox"/> No <input type="checkbox"/> Specify file number:
	Facility Security Clearance (FSC)	Yes <input type="checkbox"/> No <input type="checkbox"/> Specify file number:
	Document Safeguarding Capability (DSC)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	iii.	
Security Clearance Level of Offeror's Individual Resources <i>[add additional resources on another page, if required]</i> i. Name of Individual as it appears on security clearance application: ii. Level of security clearance obtained and expiry date: iii. Security Screening Certificate and Briefing Form file number iv. Name of Department from which security clearance was obtained	i.	
	ii.	
	iii.	
	iv.	
On behalf of the offeror, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: <ol style="list-style-type: none"> 1. The offeror considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the offeror is awarded a contract, it will accept all the terms and conditions set out in Part 7 -Resulting contract clauses, included in the bid solicitation. 		
Signature of Authorized Representative of Offeror		
Signature : _____ Date : _____		

ANNEX "E"**INSURANCE REQUIREMENTS****1. Commercial General Liability Insurance**

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

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Department of Canadian Heritage.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,

284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "F"

942 FORM CALL-UP AGAINST A STANDING OFFER

Item No. Article n°		Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu	
Vendor # - N° fournisseur 285002		Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° ou Tél.	Fax. No. - N° de télécop.	Date required - Demandé pour le		
PST No - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource	Tel. No - N° de Tél.		Fax. No. - N° de télécop.	Order No. N° de la demande		
Standing offer No. - N° d'offre permanente							Order date Date de la demande	
Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation See Delivery Address / Voir adresse de livraison		POB - FAD		Amount - Montant / CAD		
				Terms of payment - Modalités de paiement A/P, Due 30 Days From Document Date		T. 9385 - T. taxes / CAD		
						T. Amount - Montant T. / CAD		
<p>Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.</p>				Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.				
Signature		Date		Approved for the Minister / Approuvé pour le Ministre				
Signature		Date						



ANNEX "G"**CHECKLIST FOR SUBMITTING AN OFFER**

When submitting an Offer, ensure the following documents and/or information is provided with your Offer:

- Clear indication of Category for which an offer is being submitted. Offerors submitting an Offer for one (1), two (2) or all of the three (3) categories of screens must also submit an Offer for categories 4 (peripheral equipment) and 5 (personnel).
- Documents/certifications to support compliance with Mandatory Technical Criteria at Annex B as well as Minimum Equipment Requirements at Attachment 1 to Annex B.
- Completed Attachment 2 to Annex B, Technical Evaluation Grid.
- Completed Basis of Payment at Annex C (sealed in a separate envelope).
- Completed and signed Annex D – Offer of Services Form.
- Proof of Insurance (note: this can also be provided at a later date, on issuance of a Standing Offer).