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Gatineau, Québec K1A 0S5

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Construction Services Division/Division des services de  
construction

140 O'Connor Street

140, rue O'Connor

Ontario

Ottawa

K1A 0S5

<b>Title - Sujet</b> Frankfurt Book Fair 2020 Pavilion	
<b>Solicitation No. - N° de l'invitation</b> C1111-190042/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> C1111-190042	<b>Date</b> 2020-01-09
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$FG-356-78165	
<b>File No. - N° de dossier</b> fg356.C1111-190042	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-21</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Steele, Harold	<b>Buyer Id - Id de l'acheteur</b> fg356
<b>Telephone No. - N° de téléphone</b> (819) 775-7707 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Amendment 003 is issued for the following:

1. Bidder Question & Answer
  2. Issue Addendum 1
- 

**QUESTION # 1:**

Wall treatments – the only wall you see is the one behind the information counter - we assume this is outside, in the corridor? This might have to be a new wall unless the Fair would accept gluing a logo straight on the wall, which is highly unlikely. But what about the walls on the inside – are there anything to construct/cover etc there?

**ANSWER # 1:**

The Information Counter is located in the foyer of the Forum Building of Messe Frankfurt, adjacent to the Hall where the Canada Pavilion will be installed.  
All design elements must be temporary fixtures and must be installed in a manner that does not leave any permanent damage to the existing building infrastructure.  
The FBM2020 Set Design and Art Direction document is the proposed concept for the Canada Pavilion at the Frankfurt Book Fair. Pending the final design for both the Canada Pavilion (including the information counter), the successful bidder and the Artistic Design Firm will be required to work together to determine the best approach, including the requirements to install any temporary wall structures, whether out in the foyer or within the Canada Pavilion.

**QUESTION # 2:**

The aforementioned logo – obviously a 3d – depth and material? Illuminated?

**ANSWER # 2:**

The FBM2020 Set Design & Art Direction document is the proposed concept for the Canada Pavilion, including a proposed concept for the information counter (page 22). The successful bidder and the Artistic Design Firm will be required to work together to determine the best approach, including material selection to display the Canada Guest of Honour logo in the foyer adjacent to the Hall where the Canada Pavilion, and including the necessary construction documents for the build, operations and maintenance.

**QUESTION # 3:**

What are the vertical “tubes” standing next to the stage visible on pp. 10?

**ANSWER # 3:**

The FBM2020 Set Design & Art Direction document is the proposed concept for the Canada Pavilion and the vertical tubes are proposed design elements. The successful bidder and the Artistic Design Firm will be required to work together to determine the size and heights of the various design elements and structures within the Canada Pavilion, as outlined in Section D 3.1 – Schematic Design Development, including the necessary construction documents for the build, operations and maintenance.

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**QUESTION # 4:**

What are the sizes and heights of the main stage, the “mountain” stage and the “lake”?

**ANSWER # 4:**

The FBM2020 Set Design & Art Direction document is the proposed concept for the Canada Pavilion, and at present, there are no approximate dimensions of each component. The successful bidder and the Artistic Design Firm will be required to work together to determine the size and heights of the various design elements and structures within the Canada Pavilion, as outlined in Section D 3.1 – Schematic Design Development, including the necessary construction documents for the build, operations and maintenance.

**QUESTION # 5:**

We would need production drawings of the “curved files” described briefly on pp. 20.

**ANSWER # 5:**

The FBM2020 Set Design & Art Direction document is the proposed concept for the Canada Pavilion, and at present, there are no production drawings for this component. The successful bidder and the Artistic Design Firm will be required to work together to determine the dimensions for this component within the Canada Pavilion, as outlined in Section D 3.1 – Schematic Design Development, including the necessary construction documents for the build, operations and maintenance.

**QUESTION # 6:**

We would need production drawings of the large/medium size wooden tables which obviously are custom productions and only partly visible on pp. 21.

**ANSWER # 6:**

The FBM2020 Set Design & Art Direction document is the proposed concept for the Canada Pavilion, and at present, there are no production drawings for this component. The successful bidder and the Artistic Design Firm will be required to work together to determine the dimensions for this component within the Canada Pavilion, as outlined in Section D 3.1 – Schematic Design Development, and develop the necessary construction documents for the build, operations and maintenance.

**QUESTION # 7:**

Should we assume we should only bid on the parts that are specifically mentioned in the text, and leave everything else out? (like logos, walls, tubes and so on).

**ANSWER # 7:**

Bidders should use their best interpretation and understanding of the Request for Proposal to build their bids. The successful bidder will be required to render the artistic design documents into the necessary construction documents and build the Canada Pavilion and all its design and furnishing components. The successful bidder must respect the artistic design and manage the development and implementation of this concept created specifically for this project.

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### Question # 8:

With regards to Annex A – Pricing Table, under “Site, Pavilion Construction and Public Presentation”:

#6 Exhibit Supply and Installation – is this an issue in which we are involved? Our experience was always that the client brings books, brochures and other materials and do all the “stocking” themselves, since professional literary knowledge is needed to select, group and attribute the books to the different locations on the stand, or should we just offer support to carry the items to the Pavilion (and back after the show)?

### Answer # 8:

While the actual placement of books and brochures are not part of the tender, the Public Presentation in the Canada Pavilion includes more than just book displays. Please bid as per plans and specification, and refer to the following sections in the Scope of Work to prepare your bid accordingly for Exhibit Supply and Installation:

- B2.17 – Wayfinding and Signage
- B3.0 – Public Presentation General Guidelines;
- D2.1 – Functional and Space Requirement Reports;
- D2.4 – Interior Décor Requirements Report;
- D4.4 – Architectural, Site Design, Interior Design and Fit-up Drawings;
- D5.9 – Public Presentation Production and Fabrication; and
- D6.15 – Public Presentation – Show Installation.

Also, please refer to the Messe Frankfurt Technical Guidelines for any other venue services to coordinate the Exhibit Supply and Installation costs.

### Question # 9:

With regards to Annex A – Pricing Table, under “Operations”:

Whereas some specific crew members are described for the #8 facilities and maintenance part (supervisor, designated person for building operation, for public presentation) it is a bit unclear what should be included in the #7 “Public Presentation Operation”:

- a) Cleaning services pre-FBF and post-FBF – does this then mean that the cleaning during the show will not be part of the tender?
- b) Program activities and hosts – under D7.0, it says that the activities will be made public after June 2020. Does this, consequently, mean that the general hosts/hostesses, i.e. the regular stand crew, are not part of this tender?
- c) Canada Pavilion Café – under D7.2 it says “the contractor must supply pavilion operation and maintenance services, including staff for a Canada Pavilion Café” The crew requirement is, however, related to the size of the café – there is, however, no café visible on the drawings. What should we assume? Should, by the way, such a café be equipped with running water (not always the case)
- d) Personnel Requirements – under D7.2, it also says “ensuring effective coverage of the Canada Pavilion at all times including overnight as necessary”. This sounds like a full security concept. Should this be included?

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### **Answer # 9:**

For the purposes of this bid, cleaning services are part of Facilities and Maintenance costs. General hosts/hostesses, café and hospitality personnel, and security are part of the Public Presentation Operation costs.

Please bid as per plans and specification, and refer to the following sections in the Scope of Work to prepare your bid.

- a) For cleaning services during the event:  
An Addendum will follow to clarify the specification regarding D7.3 Cleaning Services.
- b) For Program activities and hosts:  
An Addendum will follow to clarify the specification regarding D7.2 Personnel Requirements for program activities and hosts.
- c) Canada Pavilion Café:  
The FBF2020 Set Design & Art Direction document is the proposed concept for the Canada Pavilion. The successful bidder and the Artistic Design Firm will be required to work together to determine the dimensions for this component within the Canada Pavilion, as outlined in Section D3.1 – Schematic Design Development, and develop the necessary construction documents for the build, operations and maintenance. For further information on the base requirements for the Canada Pavilion Café, please refer to Section B2.9.3 – Café Equipment.
- d) Personnel Requirements:  
D7.2 – Personnel Requirements does not refer only to security where the bidder must ensure effective coverage of the Canada Pavilion of operations and maintenance at all times. The successful bidder will need to ensure their bids address contingency plans as outlined in D7.1, #7 – General Requirements for possible after regular hours / overnight personnel requirements. An Addendum will follow to clarify the specification regarding D7.2 Personnel Requirements for “overnight personnel”.

A full security concept is not required. For Security Requirements, bidders should refer to D 1.5 – Canada Pavilion Security Services, D2.6 – Security Requirements Recommendation Report, D4.13 – Building Security Requirements as well as conforming to the Messe Frankfurt Technical Guidelines.

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## **Addendum 1**

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### **D 7.2 Personnel Services:**

#### **Remove Original text (1<sup>st</sup> paragraph):**

The Contractor must supply pavilion operation and maintenance services, including staff for a Canada Pavilion café, ensuring effective coverage of the Canada Pavilion at all times including overnight as necessary. The Contractor must ensure sufficient operation and maintenance personnel at all times during the operations phase.

#### **Replace With:**

The Contractor must supply pavilion operation and maintenance services, including but not limited to staff for the Canada Pavilion café, guest services/hosting duties, hospitality duties, and pavilion guides. The Contractor will ensure effective coverage of the Canada Pavilion at all times, and when necessary, personnel for before and/or after regular pavilion operational hours to address contingency needs. The Contractor must ensure sufficient operation and maintenance personnel at all times during this operations phase.

### **D 7.3 Cleaning services:**

#### **Insert Paragraph**

##### **D 7.3.3 Cleaning during operations**

Daily cleaning requirements for the Canada Pavilion will comprise of basic cleaning such as sweeping, vacuuming, wiping, and/or washing, of all areas of the Canada Pavilion, with special attention to public spaces, General Office area, as well as the garbage collection and separation service at all designated areas of the Canada Pavilion. For further requirements and regulations on daily trash, recycling, waste and cleaning agent use, please refer to the Messe Frankfurt's Technical Guidelines.

**All other Terms & Conditions Remain the Same**