



**Contract 3432Q**

**Supply, Delivery and Installation of Audio Visual, Sound and Lighting Equipment  
for Special Events**

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

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Notice of No Bid	

### **Instructions to Bidders**

The City of Richmond (the “City”) is requesting price quotations for the supply and delivery of temporary, Audio Visual, Sound and Lighting equipment.

The objective of this Request for Quotation is to establish a contract with a qualified vendor, or group of qualified vendors, for the supply and delivery of Sound and Lighting equipment including bleachers, ramps, scaffolding, speaker towers and stages, to be rented by the City as and when required. The term of this contract will be effective April 30, 2008 to November 31<sup>st</sup>, 2011. This term includes the period of the 2010 Olympic Games, estimated to be January 15<sup>th</sup> – Feb. 28<sup>th</sup>, 2010.

1. Three copies of quotations, sealed and plainly marked on the envelope:

**CONTRACT 3432Q – SUPPLY, DELIVERY AND INSTALLATION OF AUDIO VISUAL, SOUND AND LIGHTING EQUIPMENT FOR SPECIAL EVENTS**

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 2:00 pm, Local time:

**Monday March 16<sup>th</sup>, 2009**

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. The City, at its discretion, may award the contract to multiple vendors, in an on-call format where orders are placed based on availability and/or lowest rate offered at the time of request.
7. In accordance with the City’s Procurement Policy 3104, award of bids shall be based on:
  - (i) The lowest total cost of acquisition,
  - (ii) Experience of the bidder,
  - (iii) Bidder’s references of performance on previous similar contracts,
  - (iv) The bidder’s financial resources,
  - (v) Bidder’s capability of supervision, staffing and use of subcontractors,

**Instructions to Bidders (Cont'd)**

- (vi) Bidder's ability to meet City specifications and performance criteria,
  - (vii) Any additional evaluation criteria stated in the contract document.
8. The City of Richmond estimates that this contract will be awarded within 4 - 6 weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.
  9. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
  10. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".
  11. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.
  12. The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.  
  
All policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.
  13. Bidders shall examine the contract documents and visit the site of the work to understand the contract requirements of the project. The City will not make allowances for the contractor's failure to make proper site investigation.
  14. Each Bidder shall state on the lists provided to be submitted as part of his quotation, information regarding their previous contracts, subcontractors and equipment that he proposes to use to carry out this contract to completion. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
  15. Inquires during submission of Quotation should be directed as follows:

**Purchasing**

Kerry Lynne Gillis  
Buyer II - Contracting Specialist  
Purchasing Section  
City of Richmond

Telephone: 604-276-4135  
E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

**Instructions to Bidders (Cont'd)**

Technical

Ann Phelps  
Events Development Manager  
Olympic Business Office  
City of Richmond

Telephone: 604-276-4194  
E-mail: [aphelps@richmond.ca](mailto:aphelps@richmond.ca)

16. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the date / time set as the closing time for receiving Quotations.
17. Quotations shall be open for acceptance for 60 days following the submission closing date.
18. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
19. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Protection of Privacy Act (BC).
20. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with the City of Richmond's Website and / or BC Bid to ensure that all available information has been received prior to submitting a bid.
21. The City, its agents and employees shall not be responsible for any information given by way of verbal or oral communication.
22. Except as expressly and specifically permitted in these Instructions to Bidders, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a quotation each bidder shall be deemed to have agreed that it has no claim.

### Quotation Form

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract, and Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the following rates.

#### **A) Rental Rates**

ITEM DESCRIPTION	MONTHLY RENTAL RATE (PER UNIT)	EVENT RENTAL RATE (PER UNIT)
<b>Sound Equipment</b>		
1 Small Public Announcement (PA) System	\$	\$
2 Medium PA	\$	\$
3 Large PA	\$	\$
4 Press Conference Sound System Package	\$	\$
5 Public Meeting Package	\$	\$
6 Powered speaker on stand	\$	\$
7 Audio mixer 4-12 channels	\$	\$
8 Podium with microphone	\$	\$
9 Microphone on stand	\$	\$
10 Wireless Microphone	\$	\$
11 Conference Microphone	\$	\$
12 Podium Plexiglas	\$	\$

*Schedule of Quantities and Prices Continued*

<b>ITEM DESCRIPTION</b>	<b>MONTHLY RENTAL RATE (PER UNIT)</b>	<b>EVENT RENTAL RATE (PER UNIT)</b>
<b>Video, Lighting and Screen Requirements</b>		
13 Small video package	\$	\$
14 Medium video package	\$	\$
15 Large video package	\$	\$
16 Projector with 2500-3500 lumen	\$	\$
17 Projector with 5000-8000 lumen	\$	\$
18 Projector with 10,000-20,000 lumen	\$	\$
19 Portable Screen (6ft)	\$	\$
20 Portable Screen (8ft)	\$	\$
21 Portable Screen (10ft)	\$	\$
22 Deluxe Screen with full dress	\$	\$
23 Deluxe Screen with full dress (10 ft wide)	\$	\$
24 Outdoor Inflatable Screen (12ft)	\$	\$
25 Outdoor Inflatable Screen (14ft)	\$	\$
26 Outdoor Inflatable Screen (16ft)	\$	\$
27 Outdoor Inflatable Screen (20ft)	\$	\$
28 20ft Stage deck 16"-up to 4ft tall-price per foot	\$	\$
29 Draperies 8ft tall \$ per foot	\$	\$
30 Draperies 8ft -12ft \$ per foot	\$	\$

*Schedule of Quantities and Prices Continued*

ITEM DESCRIPTION	MONTHLY RENTAL RATE (PER UNIT)	EVENT RENTAL RATE (PER UNIT)
31 Draperies 12ft-20ft \$ per foot	\$	\$
32 Small lighting package	\$	\$
33 Medium lighting package	\$	\$
34 Large lighting package	\$	\$
<b>Delivery and Labour</b>		
35 Technical labour	\$	\$
36 Supervisor \$ per hour	\$	\$
37 Technician \$ per hour	\$	\$
38 Labourer (tech) \$ per hour	\$	\$
39 Delivery-Cargo Van (delivery and pick up)	\$	\$
40 Delivery-1 ton (delivery and pick up)	\$	\$
41 Delivery 5 ton (delivery and pick up)	\$	\$

The above prices include and cover duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

**B) Volume Discounts Offered**

Bidders are requested to include separately any information provided on volume discounts offered.

**C) Optional Accessories**

Bidders may list any accessory components in this section. If additional space is required, please attach additional.



*Schedule of Quantities and Prices Continued*

DESCRIPTION	UNIT PRICE
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Delivery	\$ _____

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Name, Signature, and Title of Signing Officer: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

**List of Previous Contracts**

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	BUDGET		SCHEDULE		ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO
				Original	Actual	Proposed	Actual		

(If additional space is required, attach additional)

**Specifications**

The City of Richmond will establish a contract with an equipment rental vendor to supply and deliver fence panels, rented by the City, to various locations, as and when required. The description of the equipment required is listed in the following table. Bidders are required to complete this table where indicated. If additional space is required, please attach additional.

City of Richmond Requirements	Bidders to Provide Description of What they Offer
<b>Sound Equipment</b>	
1. Small Public Announcement (PA) System	
2. Medium PA	
3. Large PA	
4. Press Conference Sound System Package	
5. Public Meeting Package	
6. Powered speaker on stand	
7. Audio mixer with 4-12 channels	
8. Podium with microphone	

Specifications Continued

City of Richmond Requirements	Bidders to Provide Description of What they Offer
9. Microphone on stand	
10. Wireless Microphone	
11. Conference Microphone	
12. Podium Plexiglas	
<b>Video, Lighting and Screen Requirements</b>	
13. Small video package	
14. Medium video package	
15. Large video package	
16. Projector with 2500-3500 lumen	
17. Projector with 5000-8000 lumen	
18. Projector with 10,000-20,000 lumen	

Specifications Continued

City of Richmond Requirements	Bidders to Provide Description of What they Offer
19. Portable Screen (6ft)	
20. Portable Screen (8ft)	
21. Portable Screen (10ft)	
22. Deluxe Screen with full dress	
23. Deluxe Screen with full dress (10 ft wide)	
24. Outdoor Inflatable Screen (12ft)	
25. Outdoor Inflatable Screen (14ft)	
26. Outdoor Inflatable Screen (16ft)	
27. Outdoor Inflatable Screen (20ft)	
28. 20ft Stage deck 16"-up to 4ft tall	

Specifications Continued

City of Richmond Requirements	Bidders to Provide Description of What they Offer
29. Draperies 8ft tall	
30. Draperies 8ft -12ft	
31. Draperies 12ft-20ft	
32. Small lighting package	
33. Medium lighting package	
34. Large lighting package	
<b>Delivery and Labour</b>	
35. Technical labour	
36. Supervisor	
37. Technician	
38. Labourer (tech)	

Specifications Continued

<b>City of Richmond Requirements</b>	<b>Bidders to Provide Description of What they Offer</b>
39. Delivery by Cargo Van (deliver and pick up)	
40. Delivery-by 1 ton (deliver and pick up)	
41. Delivery 5 ton (deliver and pick up)	

## **Environmental Terms and Conditions of Contract**

### **1.0 Environmental Policy Requirements**

#### **1.1 The City of Richmond's Environmental Purchasing Policy**

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.
- 1.1.4 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

<http://www.richmond.ca/services/environment/policies/purchasing.htm>



## General Conditions of the Contract

### 1. Definitions

The two parties to the contract/Purchase Order. are the Contractor and the City, defined as follows:

**The Contractor:** The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

**The City:** City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

### 2. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

### 3. Term of Contract

The term of this contract will be effective April 30<sup>th</sup>, 2009 to November 30<sup>th</sup>, 2011. This term includes the period of the 2010 Olympic Games, estimated to be January 15<sup>th</sup> – Feb. 28<sup>th</sup>, 2010. The City may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Contractor.

### 4. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Manager of Purchasing and Risk and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Manager of Purchasing and Risk shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

**General Conditions of the Contract (Cont'd)****5. Payments**

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Accounts Payable Section for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

**6. Default**

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.
- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

**7. Work to Satisfaction of City**

The whole of the works and the manner of performing this Contract shall be done to the entire satisfaction and approval of the City, and it shall be the sole judge of the work and materials in respect of both quality and quantity, and its decision with regard to work or materials, or as to the meaning and intention of this Contract, or any part or parts thereof, shall be binding and final upon the Contractor.

**8. Work to be in Conformity with Contract Documents and Drawings**

All work shall be done in strict conformity with the Contract Documents and any applicable drawings which form a part of the Contract. The intent of the contract documents is to include all labour, materials, equipment, services, supplies and all the things necessary for the proper and complete execution of the work.

**9. Permits**

The Contractor shall comply with all codes, laws, regulations, and ordinances which concern the work, and unless otherwise provided herein shall obtain and pay for all applicable permits, licences, and certificates.

**General Conditions of the Contract (Cont'd)**

**10. Use of Premises**

The Contractor shall confine the use of the premises for his work as directed by the City and shall comply with regulations which govern the building or institution where the work is located.

At the conclusion of the work, the Contractor shall clean up and remove all debris and rubbish to the satisfaction of the City.

**11. Light, Power, and Heat**

The City's supply of electrical energy will be available to the Contractor without charge.

The City's supply of water will be available to the Contractor without charge.

The Contractor, upon completion of the work, shall remove temporary connections and extension of services, leaving the existing structures and services undamaged.

**12. Warranty**

Unless otherwise specified, the Contractor warrants that only the best workmanship and materials will be employed and if, within a period of one (1) year from the date of acceptance of the work by the City, such work or supplies or any portion thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the Contractor agrees to replace such defective supplies and correct such defective work forthwith without expense to the City.

**13. Liens**

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

**14. Patent Fees**

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

**General Conditions of the Contract (Cont'd)****15. Default**

- (d) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to perform any provision of this Contract within the time specified or to perform any other provision of this contract.
- (e) In the event the City terminates this Contract in whole or in part as provided in clause (a), the City may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar supplies or services.
- (f) The Contractor shall not be liable for any excess costs under clause (b) if failure to perform the Contract arises by reason of strikes, lockouts, acts of God, or acts of the City.

**16. Taxes**

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

**17. Settlement of Complaints Re: Work**

If, in the opinion of the Manager Purchasing and Risk, the work is improperly, defectively, or insufficiently performed, or being performed, the Manager Purchasing and Risk may, in writing, order the Contractor to re-execute or correct the work in accordance with such order; and if the Contractor fails to comply with such order within ten working days, the Manager Purchasing and Risk may, at any time thereafter, execute or cause to be executed the order so given, and the Contractor shall, on demand, pay to the City of Richmond, all costs, damages, and expenses incurred in respect thereof or occasioned by reason of the non-compliance by the Contractor with any such orders; and if the Contractor fails to pay such costs, damages, and expenses, the City of Richmond may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

**18. Personnel****1.1 Qualified Personnel**

**General Conditions of the Contract (Cont'd)**

The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to perform the Work.

**1.2 Subcontractors**

The Contractor will perform the Work using its own personnel and those subcontractors as may be listed on the Quotation Form and approved by the City, and will bind all approved subcontractors to the terms of the Contract Documents, as applicable to the subcontractors work. The Contractor will be as fully responsible to the City for acts and omissions of subcontractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

**1.3 Replacement of Personnel or Sub-Contractors**

If the City reasonably objects to the performance, experience, qualifications or suitability of any of the Contractor's personnel or subcontractors then the Contractor will, on written request from the City, replace such personnel or subcontractors.

**1.4 City's Own Forces and Other Contractors**

The City may have its own work forces and other contractors on the site while the Work is under way. The City will coordinate the work of all contractors on the site and require their coordination with each other. the Contractor will report to the City and apparent deficiencies in other contractors' work which would affect the Work, immediately after the deficiencies come to the Contractor's attention.

**19. Changes in the Work**

The City may make changes to the work; the Contract price, and time being adjusted accordingly. Except for emergencies, all changes will be made by written order.

**20. Protection**

The Contractor shall maintain protection of all his work and materials from damage and shall protect the City's and any adjoining property from injury due to the Contractor's work.

**21. Payments**

The City shall make progress payments once a month for work completed and materials on the site upon receipt of the Contractor's invoice.

**General Conditions of the Contract (Cont'd)**

Except for the final payment, the City shall holdback 10% of the amount of progress claims. The City shall pay the holdback 55 days after completion of the work upon receipt of the contractor's written claim for final payment accompanied by a Statutory Declaration stating that the Contractor has discharged every obligation and paid or satisfied every just claim incurred by him in connection to the Contract, including claims by his subcontractors, and upon receipt of clearance from the Workers' Compensation Board.

**22. Indemnification and Insurance**

The Contractor will indemnify, hold, and save harmless the City from and against all claims, losses, damages, costs, actions, and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by, attributable to any injury, including death, property damage, infringement, or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

The Contractor shall, at his own expense, through the terms of the contract secure, maintain, and pay for the following coverages:

- (a) Comprehensive General Liability Insurance with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage and \$5,000,000 for personal injury. The policy or policies shall cover all premises and operations necessary or incidental to the performance of this agreement and include but not necessarily be limited to the following coverages:
1. Contractual liability assumed under this agreement.
  2. Contingent employer's liability with respect to operations of sub-contractors.
  3. Owner's protective liability.
  4. Cross liability.
  5. Automobile liability (non-owned, hired).
  6. Completed operations liability 24 months after completed operations.
  7. Voluntary medical payments.
- (b) "Course of Construction" Property Damage Insurance covering all risks of physical loss or damage on an occurrence basis, including loss of use of property, and including losses or damage from flood or earthquake. The coverage provided shall amount to no less than 80% of the total value of the

**General Conditions of the Contract (Cont'd)**

work done and material delivered to the site, or under the control of the Contractor, payable to the City and Contractor as their interests may appear, and protecting each in such terms as will preclude subrogation claims by the insurer against anyone insured thereunder.

The City, its officers, officials, and employees shall be added as an additional insured on all such policies. All such insurance provided by these policies shall be primary regardless of any insurance or self insurance that may be enforced at the time of any loss or claim that insures the City, its officers, officials, and employees.

The policy or policies shall be underwritten by an insurance company or companies licensed to do business in the Province of British Columbia and who meet with the reasonable approval of the City. Prior to the commencement of the work defined by this agreement, the Contractor shall furnish the City through the Office of the Manager Purchasing and Risk a certified original copy of all such policies as evidence that such insurance is in force. The Contractor agrees that such insurance policies cannot be cancelled, lapsed, or materially changed without at least 30 days' written notice to the City.

Maintenance of such insurance and the performance of the Contractor of his obligations under this clause shall not relieve the Contractor of liability under the indemnification provisions here and above set forth. The foregoing insurance provisions shall not limit the insurance required by Municipal, Provincial, or Federal law.

It shall be the full responsibility of the Contractor to determine whether any additional insurance coverage is necessary and advisable for its own protection and/or to fulfil its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Contractor its own expense.

It is understood that this agreement is strictly between the Contractor and the City and the Contractor is an independent contractor for the City and no employment relationship, partnership, agency, or joint venture exists between the City, the employees of the Contractor and/or its agents and/or their employees, and/or its Contractors and/or their employees. Any disputes between the Contractor and any of its employees and/or its agents and/or their employees and/or their Contractors and/or their employees shall be resolved by the Contractor with no involvement by the City.

**23. Workers' Compensation Board Coverage/Prime Contractor**

The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this contract. The Contractor agrees that the City has

**General Conditions of the Contract (Cont'd)**

the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this contract until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract had been paid in full.

The Contractor agrees that it is the Prime Contractor for the purposes of the Workers' Compensation Board Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the Workers' Compensation Board and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during performance of this contract, not only by the Contractor but by all subcontractors, workers, material men and others engaged in the performance of this contract. Prior to commencement of construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health and Safety Regulations.

The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this contract. The Contractor shall also provide a signed copy of the Prime Contractor Designation Document.

The Contractor shall indemnify the City and hold harmless the City from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

**24. Laws**

The laws of British Columbia shall govern the work.

**25. Time**

Time shall be the essence in this Contract.



**General Conditions of the Contract (Cont'd)****26. Assignment**

Neither party to the Contract shall assign the Contract without the written consent of the other.

**27. No Promotion Of Relationship with the City or the 2010 Olympic and Paralympic Winter Games.**

The Contractor shall not disclose or promote its relationship with the City, including by means of any verbal declarations, announcements, sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials (the Communications") without the express prior written consent of the City (except as may be necessary for the Contractor to perform the Contractor's obligations under the terms of this Agreement).

Furthermore, the Contractor undertakes not to disclose or promote its relationship with the City in any Communications in a manner which could suggest or create an association, express or implied, between the Contractor and the International Olympic Committee, the 2010 Olympic and Paralympic Winter Games, the Olympic Movement or the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (also known as "VANOC"). Without limiting the generality of the foregoing, The Contractor shall not refer to "VANOC", "Vancouver 2010", the "2010 Games", the "Games", "Host City", "Olympic" or "Olympics", and shall not use any official emblem, logo or mascot of the 2010 Games, in any Communications, without the express prior written consent of the City, which may be withheld.

**28. Notices**

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Manager at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.



**Note:** Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.  
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

## 3432Q

**A Quotation/Proposal/Tender is not being submitted for the following reason(s):**

- |  |  |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services  | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications     | <input type="checkbox"/> Cannot meet delivery requirements                                       |
| <input type="checkbox"/> Specifications are not sufficiently defined               | <input type="checkbox"/> Cannot quote/tender a firm price at this time                           |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender.                              |
| <input type="checkbox"/> Quantity too small  | <input type="checkbox"/> We are unable to competitively quote/tender at this time.               |
| <input type="checkbox"/> Quantity too large  | <input type="checkbox"/> We do not have facilities to handle this requirement                    |
| <input type="checkbox"/> Quantity beyond our production capacity                   | <input type="checkbox"/> Licensing restrictions (please explain)                                 |
| <input type="checkbox"/> Cannot meet packaging requirements                        | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading                | <input type="checkbox"/> Other reasons or additional comments (please explain below)             |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	



March 6<sup>th</sup>, 2009  
File: 02-0775-50-3432/Vol 01

**Business & Financial Services Department**  
**Finance Division**  
Telephone: 604-276-4218  
Fax: 604-276-4162

**Attention: To All Bidders**

Dear Sir/Madame:

**Re: Request for Quotation 3432Q - Supply, Delivery and Installation of Audio Visual, Sound and Lighting Equipment for Special Events – Addendum 1**

**Part 1: Inquiries**

We have received questions and comments related to this Request for Quotation (RFQ). This addendum lists the questions we have received, together with our answers. This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your quotations:

- Q.1 Is it possible to have copy of the RFQ forms in WORD format in order to complete our quotation in electronic format?
- A.1 If you are interested in receiving these forms in original format (MS Word), please send a request to [purchasing@richmond.ca](mailto:purchasing@richmond.ca). Please ensure that the information you provide on the forms is included in the spaces provided. If additional space is required, then attach in separate pages. Please be advised that the City will reject any quotations in which the original language on these forms is modified.
- Q.2 On page 6, what are the requirements for each of the following: “Small PA System”, “Medium PA System”, “Large PA System”? What are the anticipated audience sizes and input requirements for each?
- A.2 Please see part two of this Addendum.
- Q.3 On page 6, what is the application for “Public Meeting Package”? How large is the audience? How many microphones are required?
- A.3 Please see part two of this Addendum.
- Q.4 On page 6, how is “Event Rental Rate” defined? Does this assume that the duration of the event is a single day?

- A.4 The Event Rental Rate is asking bidders to list a special rental rate that is offered for special events. If you offer a special rate for events, please list your rate as a daily rate where indicated on page 6.
- Q.5 On page 7, what are the requirements for each of the following: “Small video package”, “Medium video package”, “Large video package”? How many screens and what sizes are (required) in each package? What types of inputs (cameras, computers, video playback, etc) are required?
- A.5 Please see part two of this Addendum.
- Q.6 How do we best denote that certain products requested in the RFP are not included in our service offerings?
- A.6 Please quote on equipment that you have in stock only. Any additional equipment that would be optional to your standard offerings, and commonly charged as an extra, should be listed as separate items.

**Part II: Clarification to Quotation Form and Specification Sections of the RFQ:**

Please note the clarifications to the Quotation Form and Specifications Section as follows:

- |                   |   |
|-------------------|---|
| Item 1.           | Small public announcement system, indoor meeting space, audience of up to 100 people                                |
| Item 2.           | Small sound system, outdoor use and audience of up to 1000 people.  |
| Item 3.           | Large sound system, outdoor use, audience of up to 3,500 people.  |
| Item 4.           | Press conference, one press feed.   |
| Item 5.           | Public meeting package, head table of four, audience of up to 200 people  |
| Item 13.          | Video package to use in meeting room, interior venue, includes projection and screen, audience of up to 100 people. |
| Item 14.          | Medium video package, outdoor venue, including screen and projection, audience of up to 1000 people.                |
| Item 15.          | Large video package, outdoor venue, including screen and projection, audience of up to 3,500 people.                |
| Item 22.          | Deluxe 6' Screen with full dress  |
| Item 23.          | DELETE and replace with:<br>Deluxe 8' Screen with full dress  |
| Item 28.          | DELETE  |
| Items 29, 30, 31. | Velour draperies  |
| Item 32.          | Small 2-4 light, lighting package, ground support, inside venue   |
| Item 33.          | Medium lighting package, ground support, outdoor event, 1000 person audience, based on 16 X 24' stage               |
| Item 34.          | Large lighting package, flown, outdoor event, up to 3,500 person audience, 12 - 20K rig, based on 36 X 42' stage    |
| Item 37.          | DELETE  |

**Part III: Correction to Instructions to Bidders Section of the RFQ:**

Please replace the current second paragraph of the *Instructions to Bidders* (page three) with the following:

The objective of this Request for Quotation is to establish a contract with a qualified vendor, or group of qualified vendors, for the supply and delivery of Sound and Lighting equipment including ***sound audio visual and lighting equipment***, to be rented by the City as and when required. The term of this contract will be effective June 1<sup>st</sup>, 2009 to May 31<sup>st</sup>, 2010. This term includes the period of the 2010 Olympic Games, estimated to be January 15<sup>th</sup> – Feb. 28<sup>th</sup>, 2010.

**Part IV: Correction to General Conditions of Contract Section of the RFQ:**

Please replace the current Item 3 *Term of Contract* in the General Conditions of Contract (page GC1) with the following:

**3. Term of Contract**

The term of this contract will be effective *June 1<sup>st</sup>, 2009 to May 31<sup>st</sup>, 2010*. This term includes the period of the 2010 Olympic Games, estimated to be January 15<sup>th</sup> – Feb. 28<sup>th</sup>, 2010. The City may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Contractor.

Yours truly,



Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: Ann Phelps, Major Events Development Manager  
Jason Kita, Manager, 2010 Operations and Programs