



**BARRIE CHAMBER OF COMMERCE**

**Request for Proposal**

**For**

**Women in Business 2024 – Audio Visual Stage Contract**

Request for Proposal #: **BCC 2024-01**

Issued: **January 5, 2024**

Proposal Submission Deadline: **January 22, 2024 – 11:59pm**

**THIS IS AN INVITATIONAL TENDER**

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# PART I - INTRODUCTION

## 1.1 Invitation to Bidders

This Request for Proposal ("RFP") is an invitation to prospective bidders to submit proposals for the provision of **providing Audio Visual and Staging services**, as further described in Part 2 - The Deliverables ("the Deliverables"). This RFP is issued by the Barrie Chamber of Commerce (the "Chamber").

## 1.2 Definitions

**"Chamber Contact"** means: **Paul Markle**  
**Email:** paul@barriechamber.com  
**Phone #:** 705-721-5000 ext. 5  
**Address:** 121 Commerce Park Drive, Barrie, ON, L4N 8X1

**"Proposal Submission Deadline"** means Monday, January 22, 2024 by 23:59:00

**"Supplier"** means the person, partnership or corporation undertaking the work as identified in the Agreement.

[End of Part 1]

# PART 2 - THE DELIVERABLES

## 2.1 Objective of the Deliverables

The Barrie Chamber of Commerce is issuing this tender for the service of providing audio-visual and staging services within the Ministry of Labour, Occupational Health and Safety Act (OHSA) Safety Guidelines. This event will host members of the public at a formal luncheon at Liberty North, on March 7th, 2024. MC's, sponsors, speakers and award winners will be interacting throughout this event and appearing on stage. The Chamber will supply sponsorship reels to be displayed across the venue. The supplier will control the display, interactions with audio / visual, provide sound, stage and lighting requirements for an event of this calibre.

The Chamber is issuing this request for proposal ("RFP") seeking a firm or firms to provide Audio, Visual and Staging services. This invitational tender is being sent to a select group of member companies to receive proposals outlining the recommended services and costs.

## 2.2 Deliverables

**Service:** Women in Business 2024, Audio Visual and Staging (Photographic examples of the event can be found at: <https://www.barriechamber.com/2024/01/05/rfp-av-event-services-women-in-business-2024/>)

**Timeline:** Thursday, March 7th, 2024.

- The event will be hosted at Liberty North, 100 Caplan Avenue, Unit 1, Barrie, ON L4N 9J2
- Doors will open to the public at 11:00am and the event will end at 2:00pm.
- Set up will need to occur the morning of the event.
- If we are to gain access the night before will be as per the venue's availability.

### Artwork:

- The Chamber will provide digital sponsorship reels via USB stick.

**Delivery:**

- The day of the event: Thursday, March 7<sup>th</sup>, 2024

**Event Requirements:**

- 16" Stage decks, with portable accessibility ramp
- 8ft x 20 ft stage - 1 stair at each end
- Skirting / Draping
- Backdrop Panels
- Lighting
- Audio services (Podium microphone, 3 wireless handheld microphones)
- Video production
- IMAG / Video recording

**2.3 Timelines**

**Tender Closes:** January 22, 2024 at 23:59:00.

**Tender Awarded:** and Notification to winner Friday, February 2nd, 2024

**Work to begin:** as per timeline noted in 2.2

**[End of Part 2]**

## PART 3 - EVALUATION OF PROPOSALS

### 3.1 Stages of Proposal Evaluation

The evaluation of proposals will be conducted by the Chamber in the following three (3) stages:

Stage	Description	Points
I	Mandatory Requirements	(Pass/Fail)
II	General Requirements	50
III	Pricing	100
	Total	150

### 3.2 Stage I – Review of Mandatory Requirements (Pass/Fail)

A Proposal must include, or conform with, the following Mandatory Requirements to be considered an Eligible Proposal. Only submissions which meet all of the mandatory requirements listed below on a “pass/fail” basis will be eligible to be pre-qualified for the bid process:

1. Must provide samples for projects of similar scope and size completed within the past 24 months
2. Must provide references for projects of similar scope and size completed within the past 24 months
3. Must complete and attach Appendix A the Form of Offer
4. Must complete and attach Appendix B the Rate Bid Form
5. Must complete and attach Appendix D proponent’s response workbook.

### 3.3 Stage II - Evaluation of General Requirements (50 Points)

Proposals that comply with the above requirements will then be awarded points based on the criteria set out below. The points awarded to a Proponent’s submission will be that Proponent’s “Evaluation Score”.

<i>Evaluation Criteria</i>	<i>Points Available</i>
Company Overview and Experience	20
Process for completing the project	10
Timelines for completing the project	10
References	10
<b>Total Score</b>	<b>50</b>

#### 3.3.1 Format of Submissions

Submissions must be submitted in the following order:

1. Appendix A
2. Appendix B (in separate sealed envelope)
3. Appendix D

### 3.3.2 Form of Offer (Appendix A)

Each proposal must include a Form of Offer (Appendix A) completed and signed by the bidder.

#### (a) General

The Chamber, in addition to any other remedies it may have in law or in equity, shall have the right to rescind any Contract awarded to a bidder in the event that the Chamber, in its sole discretion, determines that the bidder made a misrepresentation or submitted any inaccurate or incomplete information in the Form of Offer. Further, the Chamber reserves the right to cancel a contract should there be circumstances outside of their control that require cancellation of the event as a whole.

Other than inserting the information requested and signing the Form of Offer, a bidder may not make any changes to or qualify the Form of Offer in its proposal. A proposal that includes conditions, options, variations or contingent statements that are contrary to or inconsistent with the terms set out in the RFP may be disqualified. If a proposal is not disqualified despite such changes or qualifications, the provisions of the Form of Offer as set out in this RFP will prevail over any such changes or qualifications in or to the Form of Offer provided in the proposal.

### 3.3.3 Rate Bid Form (Appendix B)

Each bidder must include this form completed according to the instructions contained in the form as well as those instructions set out below:

- (a) rates shall be provided in Canadian Funds, inclusive of all applicable duties and taxes, with the exception of Harmonized Sales Tax (HST), which shall be itemized separately; and
- (b) rates proposed by the bidder shall be all inclusive and shall include all labour and materials, travel and disbursement costs, insurance costs and all other overhead including but not limited to any fees or other charges required by law.

A proposal that includes conditional, optional, contingent or variable rates that are not expressly requested in the Rate Bid Form may be disqualified.

By submitting a proposal, a proponent is deemed to confirm that it has prepared its proposal with reference to all of the provisions and requirements of the attached Appendices including the insurance requirements, into its pricing assumptions and calculations and into the proposed costs indicated on the Rate Bid Form.

### 3.3.4 Other Mandatory Requirements

By completing the **Appendix D – Proponent’s Response Work Book** – submitting bidders **must** demonstrate the following:

That they have the required resources, technical expertise and experience to successfully deliver the Deliverables as identified in this RFP.

## 3.4 Stage III - Evaluation of Pricing

Upon completion of Stage II for all bidders, the sealed pricing envelope provided by each bidder will then be opened and Stage II will consist of a scoring of the pricing submitted. Pricing will be evaluated on the basis of the Rates information submitted by the bidders in the form of the Rate Bid Form (Appendix B).

**The pricing will be scored out of 100 points and be weighted as follows:**

Pricing will be scored based on a relative pricing formula on the basis of the information provided in the Rate Bid Form.

Each Proponent will receive a percentage of the total possible points allocated by dividing that Proponent's price by the lowest bid price. For example, if the lowest bid price offered by one Proponent is \$120.00, that Proponent will receive 100% of the possible points (120/120 = 100%). A Proponent who bids \$150.00 will receive 80% of the possible points (120/150 = 80%) and a Proponent who bids \$240.00 will receive 50% of the possible points (120/240 = 50%).

$$\frac{\text{Lowest Price}}{2^{\text{nd}} \text{ lowest Price}} \times \text{Total available points} = \text{Score for Proposal with } 2^{\text{nd}} \text{ lowest Price}$$

$$\frac{\text{Lowest Price}}{3^{\text{rd}} \text{ lowest Price}} \times \text{Total available points} = \text{Score for Proposal with } 3^{\text{rd}} \text{ lowest Price}$$

**[End of Part 3]**

# PART 4 - TERMS AND CONDITIONS OF THE RFP PROCESS

## 4.1 General Information and Instructions

### 4.1.1 Timetable

The following is the schedule for this RFP:

- Issue Date of RFP **January 5, 2024**
- Proposal Submission Deadline **January 22, 2024 at 11:59pm**
- Award **February 2, 2024**

Period for which proposals are irrevocable after Proposal Submission Deadline is 120 days

The RFP timetable is tentative only and may be changed by the Chamber in its sole discretion at any time prior to the Proposal Submission Deadline.

### 4.1.2 Bidders to Follow Instructions

Bidders must structure their proposals in accordance with the instructions in this RFP.

### 4.1.3 Bidders Shall Bear Their Own Costs

The bidder shall bear all costs associated with or incurred in the preparation and submission of its proposal.

## 4.2 Submission of Proposals

### 4.2.1 Proposals Submitted Only in Prescribed Manner

Proposals must be submitted by the following method:

- (a) By email to [tricia@barriechamber.com](mailto:tricia@barriechamber.com) – a confirmation of receipt of proposal will be sent by return email or via our online form at: <https://www.barriechamber.com/2024/01/05/rfp-av-event-services-women-in-business-2024/>  
Alternately, a bidder may submit two (2) hard copies of its proposal in a sealed package with the Proposal Return Label (Appendix C) affixed to the outside of the sealed package. Proposals are to be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the bidder, and with the Proposal Submission Deadline date and time;
- (b) The Rate Bid Form is to be submitted in a sealed envelope separate from the rest of the proposal. The sealed envelope containing the Rate Bid Form should be placed with the rest of the submission into a sealed package with the Proposal Return Label attached.
- (c) Proposals must be submitted to the address set out on the Proposal Return Label.

Proposals submitted in any other manner will be disqualified.

### 4.2.2 Proposals Must Be Submitted On Time at Prescribed Location

Proposals must be submitted at the location set out above on or before the Proposal Submission Deadline. Proposals submitted after this point in time will be deemed late, disqualified and returned to the bidder. For the purpose of calculating time, the Chamber clock at the prescribed location for submission shall govern.



#### **4.2.3 Proposals Irrevocable after Proposal Submission Deadline**

Proposals shall remain irrevocable in the form submitted by the bidder for a period of one hundred and twenty (120) days running from the moment that the Proposal Submission Deadline has lapsed.

#### **4.2.4 The Chamber May Seek Clarification and Incorporate Response into Proposal**

The Chamber reserves the right to seek clarification and supplementary information relating to the clarification from bidders after the Proposal Submission Deadline. The response received by the Chamber from a bidder shall, if accepted by the Chamber, form an integral part of that bidder's proposal. The Chamber reserves the right to interview any or all bidders to obtain information about or clarification of their proposals. In the event that the Chamber receives information at any stage of the evaluation process which results in earlier information provided by the bidder being deemed by the Chamber to be inaccurate, incomplete or misleading, the Chamber reserves the right to revisit the bidder's compliance with the Mandatory Requirements and/or adjust the scoring of General Requirements.

#### **4.2.5 RFP Incorporated into Proposal**

All of the provisions of this RFP are deemed to be accepted by each bidder and incorporated into each bidder's proposal.

### **4.3 Notification**

#### **4.3.1 Selection of Bidder**

The Chamber will select and notify the successful bidder on January 20, 2023. Notice of selection by the Chamber will be made via telephone as well as in writing via email to the selected bidder.

#### **4.3.2 Notification to Other Bidders of Outcome of Procurement Process**

Once the successful bidder has been notified and confirmed receipt of the selection and intent to proceed, the other bidders will be notified by the Chamber in writing via email of the outcome of the procurement process, including the name of the successful bidder, and the award of the Contract to the successful bidder.

### **4.4 Confidential Information**

All information provided by or obtained from the Chamber in any form in connection with this RFP either before or after the issuance of this RFP: (a) is the sole property of the Chamber and must be treated as confidential; (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent work; (c) must not be disclosed without prior written authorization from the Chamber; and d) shall be returned by the bidders to the Chamber immediately upon the request of the Chamber.

### **4.5 Reserved Rights of the Chamber**

The Chamber reserves the right to:

- (a) assess a bidder's proposal on the basis of a financial analysis determining the actual cost of the proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established);
- (b) waive formalities and accept proposals which substantially comply with the requirements of this RFP;

- (c) select any bidder other than the bidder whose proposal reflects the lowest cost to the Chamber;
- (d) cancel this RFP process at any stage;
- (e) cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;  
or
- (f) reject any or all proposals;

and these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the Chamber shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any bidder or any third party resulting from the Chamber exercising any of its express or implied rights under this RFP.

**[End of Part 4]**

# APPENDIX A - FORM OF OFFER

To the Barrie Chamber of Commerce:

## 1. Bidder Information

(a) The full legal name of the bidder is:

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(b) Any other relevant name under which the bidder carries on business:

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(c) The jurisdiction under which the bidder is governed is:

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(d) The name, address, telephone, facsimile and e-mail address of the contact person for the bidder is:

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(e) Whether the bidder is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium or a consortium that is a partnership or other legally recognized entity:

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## 2. Offer

The bidder has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. By submitting the proposal, the bidder agrees and consents to the terms, conditions and provisions of the RFP, and offers to provide the Deliverables in accordance therewith at the Rates set out in the Rate Bid Form.

## 3. Mandatory Forms

a) The bidder encloses herewith as part of the proposal, the mandatory forms set out below:

<b>MANDATORY REQUIREMENT FORMS:</b>	<b>Yes</b>	<b>Page</b>
Form of Offer (Appendix A)		
Rate Bid Form (Appendix B)		
Proponent's Response Workbook (Appendix D)		
Notice to bidders: There may be Mandatory Requirements in this RFP other than those set out above. See the Mandatory Requirements section 3.2 of this RFP for a complete listing of Mandatory Requirements.		

# APPENDIX A - Form of Offer

**4. Rates**

The bidder has submitted its Rates in accordance with the instructions in the RFP and in the form set out at Appendix B.

**5. Bid Irrevocable**

The bidder agrees that its proposal shall be irrevocable for 120 days following the Proposal Submission Deadline.

**6. Disclosure of Information to Advisers**

The bidder hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The bidder hereby consents to the disclosure, on a confidential basis, of this proposal by the Chamber to the Chamber's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

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Signature of Witness

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Signature of bidder representative

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Name of Witness

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Name and Title

Date of Signature:

I have authority to bind the bidder

## APPENDIX B – RATE BID FORM

Name of Proponent: \_\_\_\_\_

Cost to complete deliverables as described in Section 2 – quote:

Other Notable Costs:

**Value-Add:** (if you would like to donate this service as a sponsor, please indicate what dollar amount of the cost you would donate, and what visibility/recognition you would be looking for in return; actual terms of sponsorship would be negotiated as part of awarding the contract)

***Do not include HST in pricing; it will be assumed that HST is applicable to all prices.***

**APPENDIX C – PROPOSAL RETURN LABEL**  
**AFFIX THIS LABEL TO YOUR SUBMISSION PACKAGE ENVELOPE**

Proponent to complete the following:  
(Full Legal Name and Address)

NAME: \_\_\_\_\_

**RFP No. BCC 2024-01**

ADDRESS: \_\_\_\_\_

**RFP Title: Women in Business 2024 –  
Audio Visual Stage Contract**

\_\_\_\_\_

\_\_\_\_\_

CONTACT: \_\_\_\_\_

**PROPOSAL SUBMISSION DEADLINE:**  
**Date: January 22, 2024**  
**Time: 23:59:00 hrs. Eastern Time.**

PHONE: \_\_\_\_\_

**TO: Barrie Chamber of Commerce  
121 Commerce Park Drive, Unit A  
Barrie, ON L4N 8X1  
Attn: Paul Markle, Executive Director**

**IMPORTANT INSTRUCTIONS:**

**Proposals must be submitted in a sealed package(s) to the address indicated on the Proposal return label between the hours of 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday (excluding Statutory Holidays), AND NO LATER THAN THE PROPOSAL SUBMISSION DEADLINE NOTED ABOVE.**

The CHAMBER does not accept responsibility for Proposal submissions directed to any location other than the address indicated on the label above. The Postal Code is to aid in identifying the building only. **The onus remains solely with Proponents to instruct courier/ delivery personnel to deliver Proposal submissions to the exact room location specified above.**

**Proponents assume sole responsibility for late deliveries if these instructions are not strictly adhered to.**

Failure to affix this Label to your submission envelope/ package may also result in submissions not being recognized as Proposals. This could result in your Proposal arriving late to the address above and will be deemed late, disqualified and returned to the Proponent.

**Proposals submitted by Fax will be rejected.**

## APPENDIX D – PROPONENT’S RESPONSE WORKBOOK

By completing the Appendix D – Proponent’s Response Work Book – submitting bidders **must** demonstrate the following:

**Bidders must demonstrate in writing that they have the required resources, technical expertise and experience to successfully deliver the Deliverables as identified in this RFP by replying to the following questions:**

1. Please explain why you are the best provider for the job.
  
2. Describe process the Bidder will undertake to complete the project deliverables.
  
3. Provide a timeline to complete the project based upon the timeline noted in section 2.
  
4. Corporate Overview and Experience Schedule

Item	Proponent Response
Indicate whether incorporated, partnership, sole proprietorship or other	
Brief overview of the company background	
Number of years in business	
The Proponent should disclose: 1) whether the organization has declared bankruptcy 2) whether there were any legal judgments within the past 5 years	
Identify the project team to be assigned, including a brief description of their experience.	
Portfolio/samples of previous work included.	

5. The Proponent is to identify a minimum of 3 references of similar size and scope completed within the past 24 months.

Reference 1	Proponent Response
Customer Name	
Address	
Contact Information (name/phone/email):	
Detailed description of the Services provided	
Start-up date and completion dates	

Reference 2	Proponent Response
Customer Name	
Address	
Contact Information (name/phone/email):	
Detailed description of the Services provided	
Start-up date and completion dates	

Reference 3	Proponent Response
Customer Name	
Address	
Contact Information (name/phone/email):	
Detailed description of the Services provided	
Start-up date and completion dates	