



**2012 Arctic Winter Games**  
**Request for Proposal**  
**Ceremonies Audio**  
**Canada Games Centre – Field House**

**1. General**

- 1.1. In March 2012, Whitehorse will play host to the 2012 Arctic Winter Games. The responsibility for putting on these Games has been placed on the Whitehorse 2012 Arctic Winter Games Host Society. The Host Society has final approval on all matters relating to the provision of **Ceremonies Audio**. The installation and decommissioning of materials is to be provided in accordance with the terms and conditions of this request for proposal and related contract.

**2. Purpose of Proposal Call**

- 2.1. The 2012 Arctic Winter Games runs from March 4 to March 10, 2012. During this period, approximately 2000 athletes and coaches will come to Whitehorse and compete in their respective sports.
- 2.2. The purpose of this proposal call is to select a **Ceremonies Audio** supplier and installer for selected venues associated with the 2012 Games.

**3. General Conditions**

- 3.1. The proposal submission, including the completed and signed Bidder Submission Form A and any relevant back-up material must be submitted and received by the Host Society up to and including 4 pm, **December 20<sup>th</sup>, 2011**.
- 3.1.1. As a condition, proposals will state details of cost, including staffing costs, line item pricing and any other reasonably anticipated expenses (travel, meals, incidentals, etc.) or an estimate thereof, along with a detailed breakdown of tasks and proposed milestones, as well as an overall cost to include all applicable taxes **submitted in a separately sealed envelope**. Failure to provide this detail breakdown of costs may result in the rejection of the proposal without further evaluation.
- 3.2. It is the responsibility of the bidder submitting the proposal to ensure the proposal submission is received by the Host Society by the stipulated date and/or time.
- 3.3. Proposals submitted by way of Canada Post, or any other private or public courier will be considered received only when the proposal envelope is signed and dated by an authorized administrator of the Host Society, which includes the Manager of Culture & Ceremonies, or their designate.
- 3.4. All proposal submissions received after the stipulated time and/or date will not be accepted.
- 3.5. Any erasure of figures will invalidate the proposal unless initialed by the bidder.
- 3.6. Proposals must be submitted via a hard copy and be signed.

- 3.7. Facsimile or E-mail proposals will not be accepted or considered further for evaluation.
- 3.8. Submission of a proposal indicates acceptance by the bidder of the conditions contained in the Request for Proposal unless clearly and specifically noted in the proposal submission and confirmed in the formal contract by the Host Society and the bidder, entered into subsequent to award of the contract by the Host Society.
- 3.9. The Host Society may not necessarily accept the proposal with the most attractive financial offering, or any proposal. At its sole discretion, the Host Society reserves the right to reject any or all proposals received for any reason and to accept any proposal(s), in whole or in part, which it considers advantageous. The Host Society is not under any obligation to award a contract; and reserves the right to terminate the RFP process at any time, and to withdraw from discussions with all or any of the bidders who have responded. The Host Society will be under no obligation to give any reasons to any bidder in respect of any decision made by the Host Society relating to this RFP.
- 3.10. The proposal submission is to be open for acceptance for a period of thirty days from date of closing.
- 3.11. All inquiries regarding the Request for Proposal are to be forwarded to **Jacob McInnis, Manager; Culture & Ceremonies – 2012 Arctic Winter Games – (867) 393-2001 – jacob.mcinnis@awg2012.org**
- 3.12. All bidders are required to identify one individual by name, address, telephone, fax numbers and e-mail address who will act as the bidder's representative, for both pre- and post- submission communications.

Three copies of the response to the Request for Proposal must be received at the following address in a sealed envelope **clearly marked "RFP"** with the project number and name as follows:

To: Jacob McInnis, Manager; Culture & Ceremonies  
Whitehorse 2012 Arctic Winter Games Host Society  
2121 2nd Avenue  
Whitehorse, Yukon, Y1A 1C2

By 4:00 pm, local time on **December 20<sup>th</sup>, 2011**

- 3.13. Proposals received after the deadline set out in Section 3.1 will not be considered, and an extension of that deadline will not be granted. Late submissions will be returned unopened.
- 3.14. Confidentiality of records and information concerning this project must be maintained at all times. All correspondence, documentation and information provided by Host Society staff to any bidder in connection with, or arising out of, this RFP acceptance of any proposal(s):
  - a. Remains the property of the Host Society;
  - b. Must be treated as confidential;

- c. Must not be used for any purpose other than for replying to this RFP, and for fulfillment of any subsequent contract.

All correspondence, documentation and information provided to staff of the Host Society by every bidder in connection with, or arising out of, this RFP, and the submission of any proposal(s) will become the property of the Host Society. The bidder's name, at a minimum, shall be made public on request.

All correspondence, documentation and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the bidder's submission to the RFP.

- 3.15. If requested to make an oral presentation to the Administration at the Host Society, it is expected that an authorized representative will be present to meet with officials and make a presentation on behalf of their firm.
- 3.16. Bidders may bid the proposal as a whole or in part.
- 3.17. Bidders may be requested to:
  - a. Provide additional information;
  - b. Modify their submissions in areas where the Host Society considers them deficient;
  - c. Address requirements not adequately covered in their original submission; and/or
  - d. Substitute components where the Host Society considers that an alternative may be more suitable.
- 3.18. The Host Society reserves the right, without prejudice, to reject any, or all, proposals and to determine in its own judgment the firm(s) best qualified to undertake this contract. The Host Society is not liable for any costs incurred by the bidders in the preparation of their response to this RFP or selection interviews. The Host Society further reserves the right to retain all proposals submitted and to use any ideas contained in a proposal regardless of whether that proposal is selected.

The Host Society shall retain the right to enforce such demands as are deemed necessary to ensure that an acceptable standard of service and operation is maintained. The Host Society's appointed representative or their designate shall be the judge of acceptable standards of operation and service throughout the contract period. Should the said representative determine that any aspect of the service or operation is unsatisfactory, they shall notify the successful bidder in writing of the problem.

The successful bidder(s) shall immediately correct the problem(s). Failure to correct the problem(s) may render the contract void, subject to the nature of the violation based on a recommendation by the Host Society's appointed representative.

- 3.18.1. The Host Society reserves the right to inspect all facilities to ensure cleanliness of space, safety and overall presentation of operation.

- 3.18.2. In the event of conflict or misunderstanding in any way of any part of the specifications, the Host Society shall be the sole judge as the true meaning and intent of the specifications. The decisions made by the Host Society shall be final.
- 3.18.3. In cases of dispute as to whether or not a service or product proposed or delivered meets the condition in the accepted proposal, the decision of the Host Society shall be final on all parties.
- 3.19. Subject to an award of the proposal by the Host Society, bidders are required to submit the following documentation in a form satisfactory to the Host Society within ten (10) working days after being notified to do so:
- a. Applicable Insurance Documents (see Section 9)
  - b. Certificate of Clearance from the Workers Compensation Board of the Yukon
  - c. Other documents as may be required such as vehicle safety certificates, etc..
- 3.20. Any changes in the specifications or clarifications of same will be issued as an addendum and sent to all potential bidders. No oral interpretations, clarifications or changes shall be effective to modify the general conditions or specifications.
- 3.21. It is the sole responsibility of prospective bidders to seek clarification on any issue contained in the document.
- 3.22. The successful bidder will not make any assignment or subcontract for the execution of any service without the written authority of the Host Society.
- 3.23. The successful bidder agrees to enter into an appropriate form of agreement with the Host Society, the basis for which will be as set out in this request for proposal.
- 3.24. Failure to comply with any or all terms and conditions of this proposal and/or subsequent contract relating to this proposal shall be just cause for the cancellation of the award. The Host Society shall then have the right to award the contract in a manner deemed appropriate by the Host Society.
- 3.25. A bidder shall disclose to the Host Society, in the bidder's proposal, any potential conflict of interest. If such a conflict of interest does exist, the Host Society may, at its discretion, refuse to consider the proposal from the bidder, until the conflict matter is suitably resolved.
- 3.26. Financial elements of proposals will not be made public at time of opening. The report recommending an award shall be a matter of public record once the award is made by the Planning & Priorities Committee of the Host Society.

#### **4. Acceptance**

- 4.1. The terms and condition of the proposal offer shall remain firm and open for acceptance by the Host Society for a period of thirty (30) days from date of deadline for submission.

A report on the evaluation of the responses will be prepared. The report may contain recommendations that a contract be negotiated with one or several successful bidders along with respective remuneration and proposed terms and conditions of the contract. The report may be forwarded to the Executive Committee for consideration.

Proposal acceptance will be by Resolution of the Executive Committee of the Host Society and will further be subject to the successful negotiation and execution of a written contract. The acceptance or rejection of any proposal will be made pursuant to policies of the Host Society

## **5. Installation and Decommissioning**

- 5.1. Quantity and quality of goods and services provided will be determined by the Host Society.
- 5.2. Installation and Decommissioning will be coordinated between the Host Society, applicable Venue Owners and the successful Bidder.
- 5.3. The bidder will ensure the goods installed meet all building and occupancy codes in the times required. The scheduling of installation and decommissioning will be coordinated between the Host Society and the successful Bidder.

## **6. Bidder's (Successful Bidder) Obligations – General**

- 6.1. The bidder agrees to provide **Ceremonies Audio** in accordance with the terms and conditions of this request for proposal and as scheduled by the Host Society.
- 6.2. The bidder agrees to provide and supervise all installation, decommissioning and maintenance, in accordance with the terms and conditions of this request for proposal.
- 6.3. The bidder will designate a person to liaise with the Host Society on a daily basis, so as to ensure the services are provided in accordance with the proposal and related subsequent agreement.
- 6.4. Operational and Administrative Procedures

The bidder via their designate are to:

- a. Report all incidents and/or accidents, regardless of how serious, to the Host Society immediately as well as submit the appropriate report to the Host Society within 24 hours of the incident/accident;
- b. Report any instances of problems with Venue Owners, Volunteers or Host Society staff.

## **7. Payment for Goods and Services**

- 7.1. Invoices will be submitted to the Host Society after the completion of the 2012 Arctic Winter Games.
- 7.2. No payment of invoices shall be made without a duly approved Purchase Order in place and prior approval of the General Manager or their designate.
- 7.3. Payments made on the 15<sup>th</sup> and 30<sup>th</sup> of each month for invoices received two weeks prior.

- 7.4. Payments will only be made from a Purchase Order with invoice attached and only when appropriate signatures or initials are present on the document.

## **8. Product and Service Specifications – General**

- 8.1. See appendix 'A' for Product and Service Specifications.

## **9. Insurance**

- 9.1. The successful bidder shall comply with the insurance requirements as contained in the RFP of the Host Society as an additional insured to the bidder's policy. A certified copy of the policy shall be provided by the bidder prior to the commencement of the project. There will be no reduction in the coverage prior to project completion. The cancellation of the insurance or change cover must be approved in writing by the Host Society.
- 9.2. The successful bidder will supply to the Host Society the following types of insurance:
  - a. The successful bidder shall also furnish a Commercial General Liability, including non-owned automobile policy adding the Host Society as an Additional Insured for a limit of liability of \$5,000,000 inclusive including Bodily Injury, Property Damage, Personal Injury, Non-Owned Automobile arising out of project.
  - b. The policy will provide coverage for Bodily Injury, Property Damage, Personal Injury arising out of the operation of the insured.
- 9.3. The bidder shall not commence project until such time as all insurance policies have been received and approved by the Host Society.
- 9.4. The bidder shall protect, defend, indemnify and hold harmless the Host Society, its directors, officers, employees, agents, contractors, against all claims, demands, losses, costs (including expenses), negligence, actions, suits to persons or property arising out of or in connection with the delivery of the transportation services, except for loss or damage caused or contributed to the negligence of the Host Society, its employees, agents, and those for whom in law the Host Society is responsible.

## **10. Force Majeure**

- 10.1. If the performance of the terms of this agreement is interfered with, in whole or in part, by circumstances beyond the reasonable control of either party, including, without limitation: fire, explosion, power failure, acts of God, war, revolution, civil commotion, or acts of public enemies, and law, order, regulation, ordinance, or requirement of any government or its representative, or legal body having jurisdiction, labour unrest such as strikes, slowdowns or picketing, then the party affected shall be excused from such performance on a day-by-day basis to the extent that such party's obligations relate to the performance so interfered with, provided that the party so affected shall use reasonable efforts to remove such causes of non-performance.

## 11. Bidder Information

- 11.1. The following information must be provided on a point-by-point basis:
- a. Address of firm
  - b. Number of employees
  - c. All relevant federal, provincial, municipal and commercial licenses
- 11.2. List 3 references of individuals or entities for which you have provided this or similar service who may be contacted by the Host Society.

## 12. Evaluation of the Request for Proposal

- 12.1. Evaluation of proposals may include, but not be limited to, the following:
- a. The bids shown on the bid document
  - b. The contribution or consideration for marketing rights
  - c. The related experience and expertise of the bidders
  - d. The quality of the equipment indicated on the bid document
  - e. Conformity to all provisions of the bid document
  - f. Bidders understanding of purpose, nature and extent of the service/product requirements
  - g. Any other such area as determined by the Host Society

## 13. Time Frames for the Request for Proposal

- 13.1. Tentative time frames for the Request for Proposal process are:

Distribution to prospective bidders	<b><i>December 6<sup>th</sup>, 2011</i></b>
Closing date	<b><i>December 20<sup>th</sup>, 2011</i></b>
Evaluation & recommendation by	<b><i>January 9<sup>th</sup>, 2012</i></b>
Formal contract complete by	<b><i>January 16<sup>th</sup>, 2012</i></b>

#### 14. Weighted Criteria for Evaluating Proposals

14.1. The Society will consider the following weighted criteria in evaluating those proposals which comply with the Request for Proposal.

<b>Project understanding</b> , should demonstrate a clear understanding of the project , understanding on the part of the consultant	10%
<b>Project Methodology</b> , must demonstrate that the potential consultant has carefully considered the requirements of the project and that those methodologies proposed will ensure that the project is successful completed within the time acceptable to the Society	25%
<b>Project Personnel/company</b> must have relevant experience in <b>Ceremonies Lighting</b> and successful completion of similar projects	20%
<b>The Schedule</b> must show that the consultant has carefully considered the Society's proposed timeline and is capable of meeting such	5%
<b>Past experience</b> on similar Yukon projects shall be clearly demonstrated	15%
<b>Indications of local knowledge</b> gained through direct staffing experience in the Yukon Territory	5%
<b>Budget submission</b> detailing the work to be undertaken clearly demonstrating substantial value for the expenditures contemplated by this project	15%
<b>Contribution to the Games</b> providing relief or sponsorship to the Games.	5%
Maximum Point Value	100%

**Request for Proposal – Bidder Submission Form Part A**

I/We the undersigned do hereby:

Acknowledge receipt of and accept all general and specific terms and conditions of the proposal document;

Submit the enclosed proposal document in accordance with the terms, conditions and requirements as set out in the request for proposal;

Agree to supply any and all supplementary information elaborating on our submission separately at the request of the Host Society and/or as set out in the proposal document;

Understand that this proposal is open for acceptance for a period of sixty (60) days from the stipulated closing date;

Declare that this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same work and is in all respects fair without collusion or fraud;

Declare that no employee of the Host Society is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any of the monies to be derived there from; and

Declare that the matters stated in the proposal are in all respects true.

**PROPOSAL SUBMITTED BY:  
Authorized Officer**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

DATED THIS: \_\_\_\_\_ DAY OF: \_\_\_\_\_ 20 \_\_\_\_\_

## **Appendix A**

### **Product and Services Specifications**

#### **General Criteria**

Contractors are required to specify in their submissions the equipment brands and models they intend to use. Please indicate as well any equipment that would be sub rented. The information in this document and the attached drawing will provide the detail needed to prepare a proposal based on what professional experience deems appropriate and cost effective for the Arctic Winter Games Host Society needs.

#### **Ceremonies Audio Equipment**

- Flown Line Array Speaker System + Concert Level Side Fill + subs that provide even coverage throughout the Canada Games Field House (see drawing for specific section coverage required).
- System should include coverage for floor as well as bleacher seating.
- Digital FOH Console (minimum 48 channel).
- Mic package suitable for wide range of performance groups including choirs, vocal soloists, rock band, speeches and live voice over.
- Digital Monitor Console (minimum 32 channel).
- Eight monitor wedges + one listen wedge.
- Eight Shure U4 UHF Wireless System with Handheld, Headset and Lav.
- 360 Systems Instant Replay or Sports Sound Pro with Computer for Audio Playback

#### **Headset Package**

- 4 channel Main Station
- 8 wired belt packs
- 8 wireless headsets
- 8 IFB earpieces

The proposed systems will include all the parts, supports, adapters and accessories needed for their proper functioning, even if they are not specified in the attached list. Some equipment, such as mounting hardware, is not specified in the list but must be included in the proposal.

#### **Tentative Schedule**

- February 29, 2012- Staff Travel to Whitehorse
- March 1-2, 2012- Load In
- March 3, 2012- Rehearsals
- March 4, 2012- Rehearsals, Opening Ceremony, Partial Strike
- March 9, 2012- Restore
- March 10, 2012- Rehearsals, Closing Ceremony
- March 11, 2012- Load Out

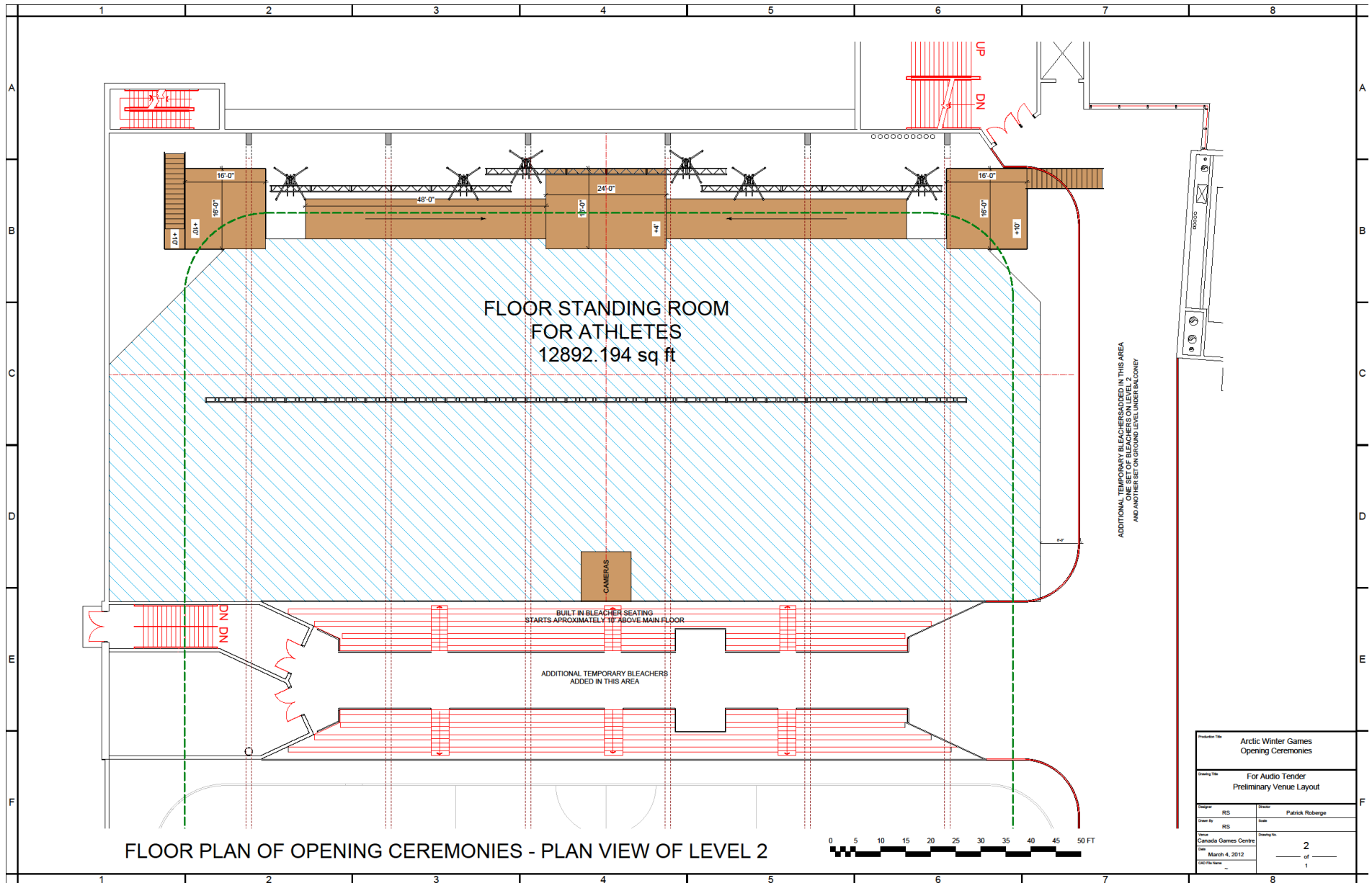
## **General**

- CSA Approved AC power distribution system to provide suitable power to all equipment.
- All Signal + Control Distribution.
- All equipment and accessories to be supplied with appropriate safety cable and appropriate mounting hardware.
- All fixtures to be packed in appropriate road cases with the contents clearly labelled on the top of the case.

## **Services**

- Please provide separate line item pricing for delivery to Whitehorse, YT, for 8am, March 1, 2012.
- Pick up on March 11, 2012.
- The Arctic Winter Games may elect to arrange and pay for shipping directly. Please provide a point of origin for gear.
- Supervisory Labour for install and strike.
- One FOH Engineer for rehearsals and show (Mar. 1-4) (Mar. 9-10).
- One Audio Assist for rehearsals and show (Mar. 1-4) (Mar. 9-10).
- Assume 10 hour working days - supplier to provide an hourly and daily rate for each function.
- The Venue becomes a Sport Venue from Mar. 5-9 and it should be assumed the flown speaker system remains and the rest of the system is struck Mar. 4 and restored Mar. 9.
- The Arctic Winter Games will provide all travel and accommodations.

## Appendix B Opening and Closing Ceremonies Layout for Audio



## ABOUT THE GAMES

### A NORTHERN DREAM COME TRUE

In 1970, the first Arctic Winter Games were held in Yellowknife, Northwest Territories with 500 athletes from Alaska and Canada's Northern Territories.

Forty years later, there are 2000 athletes, coaches, mission staff, officials and cultural performers involved in the Games.

The Games now include contingents from Alaska, Alberta North, Yukon, Northwest Territories, Nunavut, Nunavik Quebec, Greenland, Sápmi and Yamalo-Nenets.

### OUR STRENGTH, OUR PEOPLE.

In March 2012, thousands of athletes, coaches and spectators will descend on Whitehorse, Yukon and infuse their energy, passion and dreams into the community.

This cultural kaleidoscope will be a celebration of diversity and circumpolar friendship that will be remembered as a magical Yukon experience.

## SPONSORSHIP

### PARTNER WITH THE GAMES, PARTNER WITH THE PEOPLE

- Highlight your company's association with an event that focuses on the importance of cultural understanding and diversity
- Partner with an international event that encourages northern unity and thrives on community interaction and strength
- Showcase your commitment to the growth and future of Arctic Sports, Dene Games and Northern culture
- Integrate your company with a uniquely Northern opportunity that is volunteer-driven and participant-focussed
- Utilize this experience as a platform for business-to-business opportunities and exclusivity events

*Join us in a celebration of diversity, sport and circumpolar friendship.*



ARCTIC WINTER GAMES  
**WHITEHORSE 2012**

*March 4 - 10, 2012*

For more details please contact:  
**KELLY PROUDFOOT**  
Manager, Marketing and Sponsorship  
office: 867.393.2000 cell: 867.332.7766  
kelly.proudfoot@awg2012.org

**<\$75K SPONSORSHIPS**

SPONSORSHIP LEVELS	ARCTIC SPONSOR \$75K	BOREAL SPONSOR \$25K	POLAR SPONSOR \$10K	GAMES SUPPORTER \$5K	FRIENDS OF THE GAMES \$1500
<b>RIGHTS</b>					
Opportunity to purchase advance tickets to Cultural Program & Opening and Closing Ceremonies	✓	✓	✓		
Right to use 2012 AWG logo in print advertising	✓	✓	✓		
Right to use AWG mascot "Borealis" at a corporate event	✓				
Opportunity to purchase ad space in the Ulu News, the daily newspaper of the Arctic Winter Games	✓	✓	✓	✓	
Opportunity to send out a press release, in conjunction with AWG to announce partnership with the Games	✓	✓	✓	✓	
Right to use "(insert level) Sponsor" designation with the 2012 Arctic Winter Games logo	✓	✓	✓	✓	
<b>BENEFITS</b>					
VIP Passes	4				
Access to VIP Hospitality Suites	4				
Advertisement in the 2012 AWG event guide	banner				
Complimentary passes to the Opening & Closing Ceremonies	2				
Complimentary passes to the Cultural Program	4	2			
Recognition in 'Sponsorship Honour Roll' at each venue	✓	✓			
Logo recognition in Participant Welcome Handbook (provided to 2000 athletes, coaches and officials)	✓	✓	✓		
Preferred Supplier Status	✓	✓	✓	✓	
Passes to all sporting events	6	4	4	2	2
Recognition on the Host Society website, with a link to your corporate website	logo	logo	logo	name	name
Recognition in daily Ulu News publication on daily sponsor recognition page	logo	name	name	name	name
Onsite venue signage TBD	✓	✓	✓	✓	✓
Merchandise - AWG branded fleeces	4	4	2		
Merchandise - 2012 Arctic Winter Games pins	6	6	4	2	2
Merchandise - Collectors lapel pins	6	6	4	2	2
Certificate of appreciation	✓	✓	✓	✓	✓