

September 26th, 2011

To: Attached Distribution List and All Interested Parties

Subject: Request for Proposal to provide Signage Services.

This letter invites interested parties to submit responses to this request for proposal relating to providing Signage Services to the 2012 Arctic Winter Games Host Society (the Host Society).

Respondents are encouraged to provide detailed information regarding their capabilities, experience and pricing. This contract will commence upon signing of the contract and terminate on March 31, 2012. Interested parties are asked to provide a detailed response to this RFP by October 25th, 2011.

Instructions for responding to this request are outlined at the front of the enclosed document.

Thank you for your interest and we look forward to your response.

Sincerely,

Denny Kobayashi
Vice-President
Marketing and Sales Division
2011 Arctic Winter Games Host Society



ARCTIC WINTER GAMES
WHITEHORSE 2012

2012 Arctic Winter Games Host Society

REQUEST FOR PROPOSALS

Value-Driven Contract

Provision of Signage Production Services

Issue date: September 26th, 2011

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SECTION 1: INSTRUCTIONS TO PROPONENTS

Proponents are cautioned to carefully read and follow the instructions set out in this Request for Proposal (RFP), as any variation from them may result in a proposal being rejected.

1. Proposals must be submitted including the Proposal Form provided with this document and:

Mailed to:	OR	Hand Delivered to:
2012 Arctic Winter Games Host Society 308 Wood St. (Main Floor B) Whitehorse, Yukon Phone: (867) 393-2012		2012 Arctic Winter Games Host Society 308 Wood St. (Main Floor B) Whitehorse, Yukon Phone: (867) 393-2012

2. The proponent shall identify, on the envelope or package containing the proposal, their business name and address and the name of the proposal enclosed.
3. Proposals must be received at the location specified above, before the specified closing time. Proposals received after this time will not be considered regardless of the reason for their being late and will be returned to the proponent unopened.
4. If a proponent wishes to verify that a proposal has been received prior to proposal closing time, telephone the 2012 Arctic Winter Games Administrative Office at (867) 393-2012. The proponent must identify the business name before this information will be released. No other information concerning the proposals will be released under any circumstances prior to proposal opening.
5. Questions regarding the submission of proposals may be directed to the 2012 Arctic Winter Games Administrative Office at (867) 393-2012 prior to the closing time of

**4:00 p.m., Local Time
October 25th, 2011**

6. Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted prior to the Proposal Closing time. The proposal will be returned to the proponent unopened.
7. If discrepancies or omissions are found in the specifications or other documents in this package, or if any clarification is required, contact the Project Manager (identified in Section 2, Supplementary Instructions).
8. Proposals submitted by individuals shall be signed by those individuals. Proposals submitted by partnerships shall be signed by at least one partner. Proposals submitted by corporations shall be signed by properly authorized signing officers.
9. Proposals may be emailed to Jennifer Skinner Glyka (jennifer@awg2012.org) prior to the closing date. Proposals that are mailed or sent by courier must be postmarked or received by the courier company no later than the closing date. Samples required by this RFP must be mailed or

sent by courier on or before the closing date and received no later than 7 days after the closing date.

NOTE: Proponents are reminded that most courier services to Whitehorse offer a minimum service time of two full business days or more. Delivery of proposals prior to the proposal closing time is the sole responsibility of the Proponent.

10. Erasures and/or corrections shall be initialled by the person(s) authorized to sign the proposal.
11. The Host Society need not accept the lowest priced, the highest ranked or any proposal, and reserves the right to reject or accept any or all proposals.
12. The proposal shall be unconditional, irrevocable and open to acceptance by the Host Society at any time within thirty (30) days after the date on which tenders close.
13. This Request for Proposals does not commit the Host Society to award a contract.
14. Failure to comply with any instruction contained in this Request for Proposals may be deemed sufficient cause for the rejection of all or part of any Proposal. Any items omitted or any special conditions or qualifications added to the proposal may cause the proposal to be rejected, or affect the evaluation of the proposal.
15. Submission of a proposal shall be deemed to be confirmation that the proponent acknowledges and agrees to the General Conditions of the contract, set out in Section 5.
16. Proponents are solely responsible for their own expenses of preparing and delivering their proposals.
17. If, in the opinion of the Host Society, any Proposal contains a minor defect, or fails in some way to comply with any requirement of this Request for Proposals that, in the opinion of the Host Society can be remedied without providing an unfair advantage with respect to the other Proponents, the Host Society may request clarification from the Proponent, and the Host Society, upon receipt of the appropriate clarification, may waive the minor defect or any irregularity, and accept the Proposal. Any failure by the Proponent to provide a written response that, in the opinion of the Host Society, properly clarifies its Proposal within the specified time of receiving a request for clarification from the Host Society may result in rejection of the Proposal.
18. Once proposals are opened, they become the property of the Host Society, and will not be returned.
19. Proponents are entitled to receive information about their own proposals, and how they were evaluated but will not be provided with information that was contained in any other proposal.
20. After final evaluation, the Host Society may negotiate with the highest ranked Proponent. Negotiations, if any, shall be within the scope of the Request for Proposals, and limited to those items which would not have an effect on the ranking of proposals.

SECTION 2: SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS

1. Direct all questions in reference to the work on this contract to the Project Manager:

Denny Kobayashi

Vice President

Marketing and Sales Division

2012 Arctic Winter Games Host Society

Ph: 867-667-8795

Email: denny.kobayashi@gov.yk.ca

Jennifer Skinner Glyka

Marketing, Sponsorship and Sales

2012 Arctic Winter Games Host Society

Ph: 867-393-2002

Email: jennifer@awg2012.org

Information obtained from any other source is not official and may be inaccurate.

2. This will be a value-driven contract. Proposals will be evaluated on the basis of evaluation criteria included in this Request for Proposals (See Section 4 – Proposal Evaluation Criteria).
3. Please submit **three (3) copies** of the proposal in printed format.
4. Where submitting consortium or joint venture proposals, the leading entity, which will assume responsibility and liability for the acts, omissions and performance of all members of the consortium or joint venture, must be designated. The leading entity must also have the authority to sign on behalf of, and bind the consortium or joint venture with respect to all statements, undertakings and agreements made on behalf of the consortium or joint venture. The full legal name of each member of the consortium or joint venture must be stated. If submitting a proposal as a consortium or joint venture, submit a copy of the consortium or joint venture agreement, which identifies the principals involved, and their rights and responsibilities regarding performance and payment.

SECTION 3: CONTRACT SPECIFICATIONS

PROVISION OF SIGNAGE SERVICES

Background

The 2012 Arctic Winter Games will take place in Whitehorse Yukon from March 4 to March 10. It is the World's largest northern multi-sport and cultural event. The Games include participation from Alaska, Yukon, Northwest Territories, Northern Alberta, Nunavut, Nunavik, Greenland, Yamal and Sápmi. The AWG involves over 2000 participants and up to 2,500 volunteers.

The Arctic Winter Games are a celebration of athletic competition, culture, friendship and cooperation between northern contingents. Athletic competition features sports that enjoy worldwide popularity alongside traditional Arctic Sports and Dene Games. A significant cultural component featuring visual arts, dance, ceremonies and galas with participants from across the circumpolar region is a pillar of the Games.

The event will bring together over 2,000 athletes, cultural performers, coaches and officials, 3,000 volunteers and another 1,000 media, parents, sponsors, invited guests and other participants. While the Arctic Games is primarily a sporting event, there are significant cultural activities and components. The 2012 Games marks the 22nd Anniversary of the Games.

Description

Marketing, information and way finding signage, is an important component of the Host Society's delivery of a successful, participant-friendly Arctic Winter Games. Quality signage makes the participants, sponsors, guests and spectators feel as though there is something significant happening. It also helps to manage operations, provide clear directions and improve movement in and around venues.

To be successful, the Signage Program needs to create high quality products that are clear, uncluttered, durable based on when they will be erected and placed, and should be of a consistent design that supports the AWG brand.

Through this RFP, the Host Society is seeking the services of a contractor who will assist the Host Society to deliver a successful Signage Program. The Host Society is seeking a 'partner' in our success, not just a supplier. This priority is reflected in the General Requirements and in the evaluation criteria.

Evaluation

Proposals for the Host Society Signage Services Program contract will be evaluated based on the following:

1. General Requirements

- Demonstrated experience and success in the planning, design and production of various types of signage.
- Demonstrated abilities and successes in delivering high quality signage in a time-sensitive and dynamic environment.

NOTE: Design specifications will be provided by an agency engaged by the Host Society

Signage Production Requirements Overview – PRICING

2.1 Exterior Venue Signage:

- a) Size: 4 ft. x 8 ft.
- b) Material: Coroplast, dibond or vinyl covered plywood
- c) Colour: 4/0
- d) Quantity: 12
- e) Details: must include Sponsor logos for funding partners, plus presenting sponsors where required

2.2 Welcome Towers:

- a) Size: 4 ft. x 8 ft.
- b) Material: Coroplast
- c) Colour: 4/0
- d) Quantity: 17
- e) Content: 3 sides: Sponsor honour roll (all sponsor logos), events overview and thank you – AWG branding)
- f) Note: must **not** be produced prior to February 2012 to allow for sponsor updates (AWG will confirm sponsor requirements prior to production).

2.3 Outdoor Banners:

- a) Size: 27 x 60"
 - Material: outdoor appropriate
 - Colour: 4/4
 - Quantity: 25, 50 or 113
 - Details: two 2" sleeves for each banner, one at top and bottom. 4 grommets at each corner of banner. 2 right below sleeve at top and above sleeve at bottom of banner.
 - Content: AWG branding. Must include funding partner sponsor logos.
- b) Size: 18 x 36"
 - Material: outdoor appropriate
 - Colour: 4/4
 - Quantity: 25, 50 or 89
 - Details: two 2" sleeves for each banner, one at top and bottom. 4 grommets at each corner of banner. 2 right below sleeve at top and above sleeve at bottom of banner.
 - Content: AWG branding. Must include funding partner sponsor logos.
- c) Size: 6 x 20 ft.
 - Material: outdoor appropriate
 - Colour: 4/0
 - Quantity: 1
 - Content: AWG branding. Must include funding partner sponsor logos

- d) Size: 72" x 30"
- Material: outdoor appropriate
 - Colour: 4/0
 - Quantity: 4
 - Content: AWG branding and different messages (banners will not be all the same design). Must include funding partner sponsor logos and presenting partner logos where required

2.4 Indoor Banners:

- a) Size: 16 x 20 ft.
- b) Material: indoor appropriate
- c) Colour: 4/0
- d) Quantity: 14
- e) Content: AWG branding and different messages (banners will not be all the same design). Must include funding partner sponsor logos. Plus presenting sponsors where required

2.5 Pop-up Banners (indoor)

- a) Size: 24 x 63 w/stands i.e. vortex banner
- b) Material: indoor appropriate
- c) Colour: 4/0
- d) Quantity: 10 or 20
- e) Content: AWG branding and different messages (banners will not be all the same design). Must include funding partner sponsor logos. Plus presenting sponsors where required. Please provide low cost options for the free standing banners.

2.6 Hanging Sign

- a) Size: 96 x 48"
- Material: coroplast
 - Colour: 4/4
 - Quantity: 3
 - AWG branding. Must include funding partner sponsor logos

2.7 Scrim – Fence Scrim is usually a knitted or woven polyester. Perforated not solid _4ft. scrim: 4/0, x 200m

- a) AWG branding

2.7 PRICE: \$ _____

2.8 Indoor Venue Signage

- a) Colour: 1/0
- b) Size and Quantity: (inches)
- 6 x 6 = 24
 - 8 x 8 = 9

- 8.5 x 11 = 11
 - 12 x 12 = 4
 - 16 x 12 = 160
 - 17 x 11 = 36
 - 12 x 48 = 4
 - 18 x 12 = 12
 - 24 x 12 = 263
 - 24 x 16 = 7
 - 24 x 24 = 2
 - 36 x 24 = 161
 - 78 x 27 = 2
 - 17 x 11: Cardstock, 4/0 = 130 (or on 16 x 12 coroplast)
- c) Colour: 2/0
- 17 x 11 = 7
- d) Material: coroplast (new and recycle existing), sticker-type solution (to place over existing if preferred over reprinting on coroplast) or cardstock where appropriate (include pricing details for all options).

2.9 V-Boards (2 coroplast sheets per set – Host Society will assemble)

- a) Size: 48 x 24"
- b) Material: coroplast
- c) Color: 4/0
- d) Quantity: 20 v-boards (40 sheets)
- Must include funding partner sponsor logos. Plus presenting sponsors where required

****This project may include more or less work, but the details above are a close approximation of the signage requirements***

3. Performance Standards

- This contract requires the services of an experienced contractor who demonstrates experience, capacity and capability to design, produce and supply signage to the Host Society while working in a time-sensitive environment with multiple stakeholders.

SECTION 4: PROPOSAL EVALUATION CRITERIA

1. Method of Evaluation

All proposals received will be evaluated as outlined in this section.

Proposals will be evaluated on the basis of criteria listed in the Request for Proposal documents and only on information contained in the proposals submitted prior to proposal closing. The Host Society may request clarification from a Proponent with respect to the contents of its proposal. Such clarification may not result in a material or substantive change to the proposal.

An Evaluation Committee comprised of at least three members will evaluate the proposals. Proposals will be evaluated based on the criteria listed below. Proponents must ensure that the information they provide includes sufficient material to assess the proponent's capabilities and experience in the areas indicated.

2. Evaluation Criteria and Scoring

	CAPABILITY AND EXPERIENCE EVALUATION	Total Points
1)	<p>Capability – Company/Organization</p> <ul style="list-style-type: none"> ▪ Description of the firm and its expertise regarding the design, production and distribution of signage. (50 pts) ▪ Describe the firm’s capacity to design and produce various signage types and how design and production of signs will be undertaken. (50 pts) 	100
2)	<p>Capability – Sign Design & Production & Delivery</p> <ul style="list-style-type: none"> ▪ What are the timelines from receiving design and production guidelines from the Host Society to sign production proposals including pricing? (20 pts) ▪ What are the timelines from the approval of sign production and budget estimate to delivery of the signage to the Host Society in Whitehorse, Yukon? (20 pts) ▪ What is your ability to reuse existing coroplast signage? The AWG Host Society has a considerable inventory of existing signage which they would like to reuse to reduce costs and adhere to their environmental initiatives. This would involve management of existing signage to be reused and collection of required coroplast signage from AWG warehouse. (20 pts) ▪ Quality Assurance – describe any warranties, return or other quality assurance policies. (10 pts) 	70

Request for Proposals – Signage Production Services

4)	Experience: Samples of Work <ul style="list-style-type: none"> ▪ Provide samples of signage (various types) from previous contracts/projects. 	30
5)	Experience: References <ul style="list-style-type: none"> • Provide two references who can be contacted including the name of the individual to contact, telephone number, address and email. (25 pts per reference) 	50
TOTAL CAPABILITY AND EXPERIENCE EVALUATION:		250

Proposals scoring less than 200 points on the Capability and Experience Evaluation 1-5 will be considered technically unacceptable and will be rejected prior to evaluating pricing.

YUKON CONTENT AND PRICE EVALUATION		Total Points
6)	Yukon Content: <ul style="list-style-type: none"> ▪ Indicate your knowledge of the Yukon and how this will assist you in completing this contract. (25 points) ▪ What percentage of time will be spent by Yukon resources working on this contract compared to non-Yukon resources? (25 points) 	50
7)	Price: <ul style="list-style-type: none"> • Estimate the cost of signage detailed in Section 3 (2.1 – 2.9) inclusive of all production costs including delivery to Whitehorse, Yukon • Provide price breaks/advantage/volume discounts based on quantities where applicable <p>Lowest price proponent = 150 points</p> <p><u>Lowest price</u></p> <p>Next Proposal price = Proposal % x 150 points = # of points awarded to other proponent</p>	150
8)	Contribution to the Games: <ul style="list-style-type: none"> • If awarded this contract, please describe any contributions you will make to the Games in cash or in-kind (discount) to the Games. (100 points) 	50
TOTAL POINTS YUKON CONTENT AND PRICE		250
GRAND TOTAL POINTS:		500

The proposal with the greatest number of points totalled from sections 1 – 8 is the highest ranked proposal.

Proposal Format

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration.

- a) Signed and completed Proposal form “A”
- b) Signed Price on Proposal Form “B”.
- c) The body of the proposal, i.e. The “Proponent Response”

NOTE: It is highly recommended that Proponents organize their proposal responding specifically to the questions in the Evaluation Criteria, ordering them and numbering them consistent with the evaluation criteria

- d) Enclose all of the documents and samples in a sealed envelope and deliver to the Host Society as noted in Instructions to Proponents.

SECTION 5: GENERAL CONDITIONS OF THE CONTRACT

The following conditions shall be incorporated into the contract between the successful contractor and the Host Society:

1. **TIME OF ESSENCE.** Time is of the essence of this Contract.
2. **COMPLETION.** This contract will be for the completion of the requirements as described in the contract specifications, Section 3.
3. **CONFIDENTIALITY.** The Contractor will treat as confidential and will not, without the written permission of the Host Society, publish, release or disclose or permit to be published, released or disclosed either before or after termination of this contract, any information supplied to, obtained by or which comes to the knowledge of the Contractor under this contract. The Contractor will ensure its facilities, systems and files are secure and that access to data and confidentiality of data and information gained while performing the contract, are strictly controlled, to the satisfaction of the Host Society.
4. **PERFORMANCE.** The Contractor's obligations under this Contract are to be performed to the complete satisfaction of the Host Society.
5. **WARRANTY BY CONTRACTOR.** The Contractor warrants that the Contractor is competent to perform the work required under this contract, in that the Contractor has the necessary qualifications, including the knowledge, skill and ability, to perform the work.
6. **GOVERNING LAW.** This Contract will be deemed to have been made in and will be interpreted and enforced in accordance with the laws in force in the Yukon.
7. **LAWS, PERMITS AND BY-LAWS.** The Contractor will comply with all laws and regulations applicable to the place of the work, whether Federal, Territorial, or municipal including the Fair Wage Schedule of the Employment Standards Act (Yukon), and will pay for all permits and certificates required in respect of the contract.
8. **BUSINESS LICENSE.** The Contractor may be required to provide proof of a business license appropriate for the location of the work on the contract.
9. **WORKERS COMPENSATION BOARD.** The Contractor must provide a "**Letter of Good Standing**" from the Yukon or other applicable Workers' Compensation Health and Safety Board prior to first payment and a "**Letter of Clearance**" from the Workers' Compensation Health and Safety Board prior to the last payment.
10. **INTERPRETATION.** Should any dispute arise concerning the meaning or intent of the Contract, the Host Society will make a decision which will be final unless the Contractor disputes such decision by a written notice within 10 days of such decision, whereupon the dispute will be resolved according to GC 11 - DISPUTES, below.

11. **DISPUTES.** If a dispute cannot be resolved immediately by the Host Society's decision or negotiation between the parties, the dispute may be:

- referred by either party for mediation before a Project Mediator 10 days after commencing negotiations; and
- referred to arbitration 10 days following the end of such mediation, notwithstanding that other necessary parties will not be bound by any arbitrated resolution of this dispute.

If neither party required mediation or arbitration within 10 days after a written notice that negotiations or mediation are at an end, either party may refer the dispute to the courts or both may agree to proceed to mediation or arbitration.

12. **EXECUTION OF THE WORK.** The Contractor will, for the stated contract price, provide all necessary labour, materials, tools and equipment and will carry out in a careful and professional manner and to the satisfaction of the authorized representative of the Host Society, the work set out under description of the work and more particularly described in the specifications.

13. **NO ASSIGNMENT.** Without the prior written consent of the Host Society, the Contractor will not assign or sublet this Contract or any of the Contractor's rights, benefits or monies accruing hereunder, and any purported assignment without such consent will be void.

14. **CHANGES.** Changes to the Contract will only be made on receipt of written instructions from the Host Society. Any resulting adjustment to the contract price will be agreed upon by the Host Society and the Contractor and will represent the reasonable and proper costs incurred by, or savings accruing to, the Contractor.

15. **DELAY.** No payment will be made for any extension of the **completion date** for the contract given to the Contractor due to delay encountered during the execution of the contract, unless such delay was caused by the Host Society.

16. **SUSPENSION OF WORK.** In the event that work on the contract is suspended, the Contractor will arrange for protection of the work as directed by the Host Society. The Contractor will be reimbursed for reasonable and proper expenses incurred in protecting the work.

17. **TERMINATION.** The Host Society may at any time, upon 6 days' notice in writing to the Contractor, suspend or terminate the Contract for reasonable cause. The Host Society may additionally terminate this Agreement without cause by giving the Contractor six days written notice of its intention to terminate. The Host Society's obligation to make payment to the Contractor will cease when payment for work satisfactorily performed has been made. Unless otherwise directed, the Contractor shall, until the date of termination, continue work on the project as appropriate and in consultation with the Host Society.

18. **CO-OPERATION AND MAKING GOOD.** The Contractor will perform work under the contract with minimum disturbance to personnel and the public and ensure that the health and safety of persons occupying adjacent or contiguous parts of the building or project is protected. The Contractor will obtain the approval of the Host Society for the hours during which the work will be performed and will provide a work schedule for approval by the Host Society.

19. **PROPERTY OF THE HOST SOCIETY.** The Contractor will be liable to the Host Society for any loss or damage to any property of the Host Society arising out of the performance of the contract, unless and to the extent that such loss or damage is caused or contributed to by the Host Society.
20. **PAYMENT.** Subject to verification by the Host Society, payment of the Contractor's invoice for work satisfactorily completed will be made not later than 30 days after receipt thereof.
21. **INTEREST ON OVERDUE ACCOUNTS.** If the Host Society fails to make payment to the Contractor within 30 days from the date of the satisfactory receipt of an invoice, interest will be paid at the current prime rate of the Bank of Arctic on such unpaid accounts provided such accounts are greater than \$100. Such interest will be calculated and added to any unpaid amounts monthly.
22. **DEDUCTIONS.** The Contractor will pay all valid claims for wages and other expenses it incurs in respect of the contract, as and when such claims become due. If the Contractor fails to do so, the Host Society may do so and deduct from monies owing to the Contractor such sums including: any outstanding wages owing to persons employed to perform the contract; any assessments of the Yukon Workers' Compensation Health and Safety Board or the Employment Insurance Commission relating to the contract; and any other claims, charges or encumbrances arising in any manner whatsoever from the operations of the Contractor which the Host Society determines to be valid and enforceable. The Host Society may also set off against amounts owing to the Contractor any sums owing by the Contractor to the Host Society.
23. **WORKERS.** The Contractor will ensure that all workers on the project are competent and qualified to do the work. The Contractor will be responsible for all assessments, returns, remittances, and deductions in respect of the Contractor's workers under the Workers' Compensation Act, Employment Insurance Act, Income Tax Act and Arctic Pension Plan Act.
24. **INDEMNIFICATION.** The Contractor will indemnify and save harmless the Host Society from and against all claims, demands, losses, damages, costs, expenses, actions and suits that may arise, directly or indirectly, from its performance of the contract or by reason of any matter or thing done, permitted or omitted to be done by the Contractor, subcontractors or their agents or employees with respect to the contract.
25. **INSURANCE.** The Contractor, during the period of time the Contract is in force and during any warranty period stated in this contract, will maintain the following insurance with minimum policy limits as specified below, in forms and with insurers acceptable to the Host Society.
 - Commercial General Liability Insurance with a minimum liability limit of \$1,000,000 per occurrence covering bodily injuries and property damage and including the Contractor's premises, property and operations; contingent liability with respect to the Contractor's subcontractors; and contractual liability covering the Contractor's liability under this Contract with the Host Society;
 - Automobile Insurance covering all vehicles used in the performance of the contract;

The policy will state that it cannot lapse, be cancelled, or be materially altered without at least 30 days' notice in writing to the Host Society. Any deductible will be borne by the Contractor.

The Host Society will be specified as an additional insured on all insurance policies contemplated in this contract.

Once the contract is signed, the contractor may be requested to provide a Host Society certificate of insurance confirming the existence of the required insurance.

If the Contractor fails to provide, maintain and pay for insurance as required by this clause, other than Automobile Insurance, the Host Society shall have the right to obtain and pay for the required insurance, the cost of which shall be payable on demand by the Contractor. The Host Society shall have the right to offset such amounts from monies due to the Contractor if not paid within 15 days.

26. **ACCESS TO WORK.** The Contractor will permit the Host Society or its representatives to have access to the work at all times during the execution of the work and will co-operate fully with other contractors or workers sent to the place of the work by the Host Society.
27. **SECURITY REQUIREMENTS.** Where in the opinion of the Host Society, it is in the public interest to obtain security to ensure the due performance of this contract, the Host Society may require security, in such form and such amount as the Host Society specifies.
28. **OWNERSHIP.** The Host Society is the sole Owner of any material produced under this contract. Any material produced under this contract cannot be used or disclosed for any purpose other than the performance of this contract without the written approval of the Host Society. "Material" includes both tangible and intangible (including intellectual) property.
29. **ENTIRE AGREEMENT.** This Contract, Request for Proposals and the Proposal submitted, constitute the entire agreement between the Parties in respect of the subject matter of this Contract and supersedes all previous negotiations, communications and other agreements in respect of it, unless they are specifically incorporated by reference into this Contract. Where a conflict exists between any provision of this Contract and a provision of the Proposal, the provision of this Contract shall prevail.
30. **WAIVER.** The failure by the Host Society to exercise or enforce any of the terms or conditions of this Contract will not constitute or be deemed a waiver of the Host Society's rights to enforce each and every term of this Contract. The failure by the Host Society to insist upon strict performance of any of the terms or conditions of this Contract will not be deemed a waiver of any subsequent breach or default in the terms or provisions herein.

SECTION 6: PROPOSAL SUBMISSION FORM

PROPOSAL FORM "A"

PROPOSAL NAME: *Provision of Signage Production Services to the 2012 Arctic Winter Games*

This document must be submitted with the Proponent's proposal submission, in the proposal package/envelope.

1. I/We hereby submit a Proposal for the *Provision of Signage Production Services to the 2012 Arctic Winter Games* in accordance with these documents.
2. I/We have carefully examined the specifications together with all other factors affecting the work and hereby propose to furnish the services in the manner called for in the specifications.
3. In the event of our proposal being accepted, I/we agree to enter into a contract with the Host Society on the Host Society Contract form, which will form part of this contract.
5. Proposal Closing Date: **4:00 p.m. Local Time on October 25th, 2011**
6. In consideration of being permitted to tender, I/we agree that this proposal is irrevocable and open to acceptance by the Host Society at any time within thirty (30) days after opening of the proposal(s), whether any other proposal has been accepted or not.
7. I/we represent and warrant that the proponent has full power and authority to enter into, perform and execute the Contract, and each person signing this Proposal Form on behalf of a proponent is properly authorised to do so. I/we agree to be bound by statements and representations made in this response.
8. I/we have read these documents, understand them and intend to be bound by them.

PROPONENT'S FULL LEGAL NAME: _____

DOING BUSINESS AS (if different from above):

FULL BUSINESS ADDRESS: _____

BUSINESS LICENSE #: _____

TELEPHONE NUMBER: _____

Sign this form as follows:

Sole Proprietorship:

Sole Proprietor to sign where indicated. Insert the words "Sole Proprietor" under Title(s).

Partnership:

Partner(s) to sign where indicated. Insert the word "Partner" against each signature under Title(s).

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Limited Company:

This Form must be signed by duly authorised signing officers of the company, designating beside each signature the official capacity in which the signing officer acts. The Corporate seal of the company, if any, must also be affixed to this Form by a person authorized to do so.

Executed by or on behalf of the Proponent this _____ day of _____, 2011.

SIGNATURE(S): _____ TITLE: _____
(AND SEAL IF ANY)

PRINTED NAME: _____

PROPOSAL FORM "B"
PRICE PROPOSAL

PROPOSAL NAME: *Provision of Signage Services to the 2012 Arctic Winter Games*

This document must be submitted with the Proponent's proposal submission, in the proposal package/envelope.

For the purposes of providing a quote to enable evaluation of price proposals please provide a quote for the following proposed sign order:

Signage Production Requirements Overview – PRICING

2.1 Exterior Venue Signage:

- a) Size: 4 ft. x 8 ft.
- b) Material: Coroplast, dibond or vinyl covered plywood
- c) Colour: 4/0
- d) Quantity: 12
- e) Details: must include Sponsor logos for funding partners, plus presenting sponsors where required

2.1 PRICE: \$ _____

2.2 Welcome Towers:

- a) Size: 4 ft. x 8 ft.
- b) Material: Coroplast
- c) Colour: 4/0
- d) Quantity: 17
- e) Content: 3 sides: Sponsor honour roll (all sponsor logos), events overview and thank you – AWG branding)
- f) Note: must **not** be produced prior to February 2012 to allow for sponsor updates (AWG will confirm sponsor requirements prior to production).

2.2 PRICE: \$ _____

2.3 Outdoor Banners:

- a) Size: 27 x 60"
 - Material: outdoor appropriate
 - Colour: 4/4
 - Quantity: 25, 50 or 113
 - Details: two 2" sleeves for each banner, one at top and bottom. 4 grommets at each corner of banner. 2 right below sleeve at top and above sleeve at bottom of banner.
 - Content: AWG branding. Must include funding partner sponsor logos.

- b) Size: 18 x 36"
- Material: outdoor appropriate
 - Colour: 4/4
 - Quantity: 25, 50 or 89
 - Details: two 2" sleeves for each banner, one at top and bottom. 4 grommets at each corner of banner. 2 right below sleeve at top and above sleeve at bottom of banner.
 - Content: AWG branding. Must include funding partner sponsor logos.
- c) Size: 6 x 20 ft.
- Material: outdoor appropriate
 - Colour: 4/0
 - Quantity: 1
 - Content: AWG branding. Must include funding partner sponsor logos
- d) Size: 72" x 30"
- Material: outdoor appropriate
 - Colour: 4/0
 - Quantity: 4
 - Content: AWG branding and different messages (banners will not be all the same design). Must include funding partner sponsor logos and presenting partner logos where required

2.3 PRICE: \$ _____

2.4 Indoor Banners:

- a) Size: 16 x 20 ft.
- b) Material: indoor appropriate
- c) Colour: 4/0
- d) Quantity: 14
- e) Content: AWG branding and different messages (banners will not be all the same design). Must include funding partner sponsor logos. Plus presenting sponsors where required

2.4 PRICE: \$ _____

2.5 Pop-up Banners (indoor)

- a) Size: 24 x 63 w/stands i.e. vortex banner
- b) Material: indoor appropriate
- c) Colour: 4/0
- d) Quantity: 10 or 20
- e) Content: AWG branding and different messages (banners will not be all the same design). Must include funding partner sponsor logos. Plus presenting sponsors where required. Please provide low cost options for the free standing banners.

2.5 PRICE: \$ _____

2.6 Hanging Sign

- a) Size: 96 x 48”
- Material: coroplast
 - Colour: 4/4
 - Quantity: 3
 - AWG branding. Must include funding partner sponsor logos

2.6 PRICE: \$ _____

2.7 Scrim - Fence Scrim is a knitted or woven polyester. Perforated not solid

- a) 4ft. scrim: 4/0, x 200m
b) AWG branding

2.7 PRICE: \$ _____

2.8 Indoor Venue Signage

- a) Colour: 1/0
b) Size and Quantity: (inches)
- 6 x 6 = 24
 - 8 x 8 = 9
 - 8.5 x 11 = 11
 - 12 x 12 = 4
 - 16 x 12 = 160
 - 17 x 11 = 36
 - 12 x 48 = 4
 - 18 x 12 = 12
 - 24 x 12 = 263
 - 24 x 16 = 7
 - 24 x 24 = 2
 - 36 x 24 = 161
 - 78 x 27 = 2
 - 17 x 11: Cardstock, 4/0 = 130 (or on 16 x 12 coroplast)
- c) Colour: 2/0
- 17 x 11 = 7
- d) Material: coroplast (new and recycle existing), sticker-type solution (to place over existing if preferred over reprinting on coroplast) or cardstock where appropriate (include pricing details for all options).

2.8 PRICE: \$ _____

2.9 V-Boards (2 coroplast sheets per set – to be assembled by Host Society)

- a) Size: 48 x 24"
- b) Material: coroplast
- c) Color: 4/0
- d) Quantity: 20 v-boards (40 sheets)
 - Must include funding partner sponsor logos. Plus presenting sponsors where required

2.9 PRICE: \$ _____

TOTAL PRICE (2.1 – 2.9): \$ _____

1. I/We have carefully examined the specifications together with all other factors affecting the work and hereby propose to furnish the services in the manner called for in the specifications.

PROPONENT'S FULL REGISTERED BUSINESS NAME: _____

PROPONENT'S FULL BUSINESS ADDRESS: _____

SIGNATURE(S): _____ TITLE: _____
(AND SEAL IF ANY)

PRINTED NAME: _____

Attested to and delivered on behalf of the Proponent this ___ day of _____, 2011 in the presence of:

WITNESS SIGNATURE: _____ NAME: _____

Sole Proprietorship: Sole Proprietor to sign in the presence of a witness who will also sign where indicated. Insert the words "Sole Proprietor" under Title(s).

Partnership: Partner(s) to sign in the presence of a witness or witnesses who will also sign where indicated. Insert the word "Partner" against each signature under Title(s).

Limited Company: This Form must be signed by duly authorized signing officers of the company in their normal signatures designating against each signature the official capacity in which the signing officer acts. The Corporate seal of the company, if any, must also be affixed to this Form by a person authorized to do so. When this form is signed by officials other than the President and Secretary of the Company a copy of the bylaw or resolution of the Board of Directors authorizing them to do so must be submitted with the proposal/proposal documents.