

# Request for Proposal

## FIT OUT EQUIPMENT RFP 44 - 1009

### Niagara 2022 Canada Summer Games

---

The 2021 Canada Games Host Society Inc., a non-profit organization, is seeking rate card style proposals for the equipment required for A. games-time use, B. commissioning/decommissioning installations and C. warehouse operations.

**Email Intent to submit by Friday April 23rd, 2021 - 4:00 PM**

**Proposals to be completed and submitted by Friday May 7th, 2021 - 4:00 PM**

#### SECTION ONE | INTRODUCTION

##### **About the Niagara 2022 Canada Summer Games** [Niagara 2022 CSG]

At the peak of Niagara's boldest summer yet, more than 5,000 young athletes and their coaches will gather to compete for the podium in Canada's largest multi-sport event. On its road to glory, this shining generation of hopefuls will leave its mark on our community and on the country – transforming, inspiring, and unifying us all through the power of sport.

As ambassadors of Niagara's unrivaled warmth and compassion, thousands of volunteers will play host to the nation. The Niagara 2022 Canada Summer Games will celebrate the wonder of sport alongside arts and culture. The Games will honour our indigenous communities, and showcase a remarkable heritage of hard work and innovation in one of the world's most awe-inspiring destinations.

With world-renowned hospitality, the people of Niagara will welcome visitors from across the country. Spirited events, spectacular entertainment, and the theatre of elite competition will spark new energy in the region as our streets, skies, and waterways shimmer with ceremony and celebration that is befitting of Canada's best young athletes.

From August 6th to 21st, 2022, Niagara will surge stronger than ever on the national stage. The Games will give rise to a new legacy of ambition, confidence, and compassion that will inspire generations to come.

### **About the 2022 Canada Games Host Society**

In preparation for the games, a Host Society has been established and led by a Board of Directors that is composed of passionate, experienced and accomplished sport and community leaders.

The goals of the Host Society are to:

- Provide a phenomenal experience for the athletes and other participants at the Niagara 2022 CSG. An experience that will propel their development, allow them to perform their best and inspire them to dream big
- Provide a legacy of sport infrastructure and programs that are vital for Niagara, Ontario, and Canadian sport development
- Provide a legacy of infrastructure, community programs and unify a spirit that will be transformative for Niagara
- Provide an unmatched podium and partnership for the Canada Games Council to build upon the success of previous Canada Games and strengthen the Canada Games property

## **SECTION TWO | SCOPE OF WORK**

The Niagara 2022 Canada Summer Games Host Society is seeking an organization to provide us with a rate card style proposal for all of our equipment needs. This equipment will encompass three components of our operations:

- 1. Games Time Requirements (August 5 - 22, 2022)**
- 2. Commissioning/Decommissioning Requirements**  
**July 27 - August 5 (commissioning), August 13-14 (turnaround / commissioning for week 2 only venues, decommissioning for week 1 only venues) and August 22-24, 2022 (decommissioning)**
- 3. Warehouse Requirements (various - starting around November 2021)**

### **Scope of Work Details**

Responsibilities and equipment requirements would include but are not limited to:

#### **A. Games Time Requirements**

- 'Gator' style Utility cart - 6 seater with cover
- 'Gator' style utility cart - 4 seater

## **NIAGARA 2022 CANADA SUMMER GAMES | JEUX D'ÉTÉ DU CANADA NIAGARA 2022**

- 5500 W portable Gas Generator
- 12000 W portable Gas Generator
- 50 kW Diesel Generator
- 80 kW Diesel Generator
- 50A, 20/240 GFCI Distro panel
- 20 kW LED Telescopic Light Standard (Diesel)
- Cable Mats (trap style)
- 4/0 Standard Feeder Cables - 100' lengths
- 4/0 Standard Feeder Cables - 200' lengths
- Diesel Fuel Tank - 1000l
- 10' X brace scaffolding - Per section with one deck per - Wheels
- Water Ballast
- Concrete Ballast
- Convertible hand truck

### **B. Commissioning/Decommissioning Requirements (Games setup/teardown)**

- 45' Articulating Boom Lift - Diesel (Ext)
- 45' Articulating Boom Lift - Electric (Int)
- 32' Scissor Lift - Diesel (external use)
- 32' Scissor Lift - Electric (interior use)
- 26' Scissor Lift - Diesel (exterior)
- 26' Scissor Lift - Electric
- 32' All Terrain Scissor Lift - Diesel (ext)

### **C. Warehouse Requirements**

- Pallet Jack - 5500lbs Manual
- Pallet Jack 5500 lbs Electric
- 2 Stage Forklift - 5000 lbs lift min.
- Standard Forklift fork extensions
- Loading dock lift - 6000 lbs, semi-portable, no pit install
- 'Straddle stacker' - manual push

### **D. On Call Support and Servicing**

- Costs for any on-call support or servicing required prior to peak times.
- A proposal to provide 24/7 support during times as listed as 1 and 2 in Scope of Work

## NIAGARA 2022 CANADA SUMMER GAMES | JEUX D'ÉTÉ DU CANADA NIAGARA 2022

### E. Freight / Delivery charges

- Proposal for a fee system to deliver and pick up games time equipment to each of our venues during the peak time frame listed above (see Appendix A for our Games Footprint)
- Proposal for a fee system to deliver and pick-up warehouse equipment at our warehouse located at:  
250 Martindale Road St. Catharines L2S 0B2
- Proposal for a fee system to facilitate the movement between venues during peak times (multiple movements a day).

The Fit-Out Leadership volunteers will be the on venue point of contact for all general contractors and suppliers. All pre-games communications and planning will be done with the Logistics & Overlay staff.

### Health and Safety

Submissions are encouraged to include company policies and considerations for health and safety where applicable and appropriate

### Accessibility

Submissions are encouraged to include accessibility considerations and features where applicable and appropriate.

### Sustainability

Submissions are encouraged to incorporate measures to ensure their goods and/or services are sustainable and environmentally friendly in nature and/or execution.

The Niagara 2022 CSG Host Society is looking forward to working with an experienced and collaborative organization whose values align with ours and who are excited about being a part of these historic games - Once, and for All.

## SECTION THREE | RFP SCHEDULE OVERVIEW

- |   |                                   |
|---|-----------------------------------|
| ● RFP issued                            | Tuesday April 6th, 2021           |
| ● Notice of Intent to Submit Due        | Friday April 23rd, 2021 - 4:00 PM |
| ● Last day for Submission of Questions  | Tuesday May 4th, 2021 - 4:00 PM   |
| ● Proposal and Supporting Documents Due | Friday May 7th, 2021 - 4:00 PM    |

**NIAGARA 2022 CANADA SUMMER GAMES | JEUX D'ÉTÉ DU CANADA NIAGARA 2022**

- Decision Date Friday May 14th, 2021
- Anticipated Start Date November 1st, 2021
- Anticipated Conclusion Date October 30th, 2022

**SECTION FOUR | RFP SCORING**

Submitted RFPs will be scored as follows:

- |   |             |
|---|-------------|
| ● Responsiveness to Scope of Work   | 25%         |
| ● Demonstrated experience and expertise in similar projects                         | 15%         |
| ● Cost effectiveness  | 25%         |
| ● Value-In-Kind opportunities<br>(either budget relief and/or project enhancements) | 25%         |
| ● Comprehensiveness   | 5%          |
| ● Company Profile   | 5%          |
| <b>Total</b>  | <b>100%</b> |

**SECTION FIVE | RESPONSE SUBMITTAL REQUIREMENTS**

**Responsiveness to Scope of Work**

We are seeking comprehensive and informative proposals that clearly outline your ability to fulfill our requirements. Information to include in your proposal include and are not limited to the following:

- Key Dates (operational time-frames)
- We are requesting the RFP be submitted in the form of a rate card per type of item per day, week and month along with the identification of like items and alternative sizes/specs or fuel sources.
- Please show your costing for those sections listed under ‘Details’ in which your company can provide services.
- Identification of services of products that be subcontracted out and to whom
- Résumé of staff member(s) who would be identified as the Liaison for the Niagara 2022 Organization (if applicable)
- Others

### **Demonstrated Experience and Expertise in Similar Projects**

Please outline a detailed summary of at least one (1) comparable projects which the proposer has completed in the last three to five years. For each referenced project, please make certain to include all relevant details such as:

- Description of scope of project
- Time to execute
- Cost and associated fees
- Lessons Learned
- Others

### **Cost Effectiveness**

Our decision process will be to secure a partner who's services best delivers the goals of the Niagara 2022 CSG , while also being cost effective and financially responsible.

### **Sponsorship / VIK**

The Niagara 2021 CSG Host Society is not merely looking for a vendor with a fee for service approach. Instead, it is our belief that all vendors associated with the Niagara 2022 CSG become strategic event partners offering both fee for service; as well as, Value In-Kind (VIK) opportunities.

We encourage vendors to include budget relieving VIK (a reduction in cost to the requirements outlined in the Scope of Work), as well as enhanced VIK (additional services or features, not specifically outlined in the Scope of Work).

In addition, as a host society we are continually seeking cash sponsorship opportunities as well. Any interest in cash sponsorship can be submitted in conjunction with or separate from submitted proposals.

### **Comprehensiveness**

Your comprehensiveness score will be based upon whether or not your intent to respond matches your submitted proposal.

### **Company Profile**

Please provide a brief history of your organization, and if you intend to subcontract some of the work to another firm, include their information in this RFP as well.

If one person will have the primary responsibility for this project, provide us with their information and relevant resume.

## **SECTION SIX | RFP GENERAL INFORMATION**

### **References**

Please provide the name, address, and phone number of three (3) current clients, who would be capable of explaining and confirming your firm's capacity to successfully complete the scope of the work outlined herein.

### **Contract Terms**

All material produced, data collected, and reports generated by the contractor or subcontractor on behalf of Niagara 2022 CSG are confidential and become exclusive property of Niagara 2022 CSG. The contractor may not share program materials, customer data, industry or program participant contact information, etc. unless explicitly authorized by Niagara 2022 CSG to do so.

This RFP does not commit to pay any costs incurred in the preparation of a proposal or to procure or contract for services. Niagara 2022 CSG reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified bidders and to cancel the RFP, in part or in its entirety at its sole discretion.

Niagara 2022 CSG reserves the right to refuse to work with any partners, vendors or sponsors that may reflect negatively on the organization, Niagara Place and/or any Games stakeholder.

### **Additional Information or Clarification**

All questions and requests for clarification should be submitted with the contact listed below. Questions and answers will be documented and distributed to all bidders. If necessary, an addendum will be issued. Response to questions will typically be within 72 hours of receipt.

Please be certain to include the name and contact details of the persons to be approached for clarification of the proposal if needed.

Niagara 2021 CSG requires one (1) electronic copy of your proposal.

Submissions are to be sent to:

**Dan Kennedy**

**Manager, Procurement and Contract Administration**

**dkennedy@2022canadagames.ca**

## Appendix A - Games Footprint

See the attached visual of our Games Footprint which includes the locations of all our venues.

The games time equipment will be delivered to the majority of these venues.

The commissioning/decommissioning equipment will need to travel to all of these venues in a couple of days to facilitate the installation of our look & signage.

Website for Games Footprint:

<https://www.google.com/maps/d/u/0/viewer?mid=1qCWA23ScSGqDMao2NtR3sRBjmn2OTnJb&ll=43.13131567086089%2C-79.23510833401026&z=11>