

# Request for Proposal

## Temporary Fencing [RFP 44 - 1015]

### Niagara 2022 Canada Summer Games

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The 2021 Canada Games Host Society Inc., a non-profit organization, is looking for a partner to provide Temporary fencing and hoarding in various locations throughout the duration of the Games.

**Email Intent to submit by *Friday November 26th, 2021 - 4:00 PM EST***

**Proposals to be completed and submitted by *Friday December 3rd, 2021 - 4:00 PM EST***

#### 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 temporary fencing and hoarding structures. The Host Society requires that any fencing or hoarding supplied meets all engineering and building code standards and be in good condition. All fencing hoarding should be reasonably free of rust, free of construction debris such as concrete and paint splatter, and free of sharp corners or burrs; anything that could potentially snag clothing or cause damage to persons or property. Fencing/Hoarding will be used primarily outside but the Host Society will require approx 13 - 10' X 40' lockable cages built inside the Brock University Gymnasium for the duration of the games.

### **Scope of Work Details**

Responsibilities would include but are not limited to:

- Delivery, setup and strike of all provided materials
- Capacity to provide approx 2000' of pedestrian barrier (Bike Rack)
- Capacity to provide approx 5000' of 4'h X 10'w fencing
- Capacity to provide approx 8500' of 6'h X 10'w fencing
- Capacity to provide approx 5000' of 8'h X 10'w fencing
- All weights, V-bracing and other stabilization requirements needed to erect the fencing
- All Transportation of fencing including between venues if required
- Staff required to facilitate the deliverables.

**Accessibility**

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

**Sustainability**

Submissions are encouraged to explain and provide examples of incorporating measures to ensure their goods and/or services are designed/produced in a sustainable and environmentally friendly manner.

**Social Enterprise**

The Niagara 2022 CSG Host Society looks favourably at suppliers who provide opportunities to Aboriginals, individuals with barriers to employment, and Non-Profit organizations, where applicable and appropriate.

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

**SECTION FOUR | RFP SCHEDULE OVERVIEW**

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| ● RFP issued                            | Friday November 12th, 2021               |
| ● Notice of Intent to Submit Due        | Monday November 22nd, 2021 - 4:00 PM EST |
| ● Last date for Questions               | Friday November 26th, 2021 - 4:00 PM EST |
| ● Proposal and Supporting Documents Due | Friday December 3rd, 2021 - 4:00 PM EST  |
| ● Decision Date                         | Friday December 10th, 2021               |
| ● Anticipated Start Date                | August 4, 2022                           |
| ● Anticipated Conclusion Date           | August 24th, 2022                        |

**SECTION FIVE | RFP SCORING**

Submitted RFPs will be scored as follows:

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| ● Responsiveness to Scope of Work   | 20% |
| ● Demonstrated experience and expertise in similar projects                         | 20% |
| ● Cost effectiveness  | 20% |
| ● Value-In-Kind opportunities<br>(either budget relief and/or project enhancements) | 25% |
| ● SAS   | 10% |
| ● Company Profile   | 5%  |

Total 100%

## SECTION SIX | 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 / Critical Path
- Breakdown of all cost and fees for each element of the project, including a rate card for your services. Please show your costing for those items listed under 'Scope of Work Details' in which your company can provide services.
- Identification of any phases of the project that will be subcontracted out and to whom
- Résumé of staff member who would be identified as the Liaison for the Niagara 2022 Organization
- Others

### Demonstrated Experience and Expertise in Similar Projects

Please outline a detailed summary of at least one (1) comparable project 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 each phase of the project
- Cost and associated fees
- Lessons Learned
- Others

### Cost Effectiveness

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

### 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 a percentage discount toward 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.

### **Sustainability, Accessibility and Social Enterprise**

Your SAS score will be based on the following:

- Sustainability will be based on examples your organization provides related sustainable business practices, green initiatives and conservation.
- Accessibility will be based on the extent to which your proposal is accessible to individuals with barriers, including people with limited or modified mobility, are blind or have low vision, Deaf or hard of hearing, and who have speech impairments, where applicable.
- Social Enterprise will be based on opportunities given to individuals with barriers to employment, Non-Profit organizations and Aboriginals where applicable.

### **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 SEVEN | 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 are required to 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.

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

### **Covid 19 Mandatory Vaccine Policy**

**The Host Society requires all staff and contractors to be fully vaccinated against Covid-19.**

**Contractors who choose not to be vaccinated will not be permitted to enter Host Society locations. Contractors must confirm that all of their employees entering Host Society locations are fully vaccinated. Sending an employee who is not fully vaccinated to a Host Society location may be deemed as cause for the Host Society to terminate the contract with the contractor.**

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**