

Town of Antigonish – Request for Quotations

Organization Name	Town of Antigonish
Project Name	Audio Visual (AV) Services (Dept. of Community Development)
Project Objective	The successful contractor will provide audio/visual equipment for two community events – Canada Day and Christmas on Main.

Background

Known as the “Highland Heart of Nova Scotia”, the picturesque Town of Antigonish boasts a strong, vibrant, and stable downtown business community, serving as a regional service center for the surrounding Guysborough and Antigonish Counties. Incorporated in 1889, the Town takes pride in its rich history, heritage and culture and is home to many festivals and celebrations, including the world famous Highland Games, Nova Scotia Summer Fest, and Antigonish Jazz Festival.

The municipality delivers a wide range of services to over 5,000 permanent residents and an additional 4,500 students attending St. Francis University, one of Canada’s premier undergraduate universities. As a responsible order of government accountable to the people, the Town takes a leadership role in improving the quality of life for our residents, enhancing health and safety and providing a welcoming environment for our many visitors.

Project Description

The Town is responsible for organizing free community events throughout the year, specifically for Canada Day and the Christmas holidays. These events are designed to bring the community together in a festive and engaging atmosphere, featuring activities and musical performances that caters to all ages.

The Town is seeking quotations for AV services for these events. See Schedule A for Event Details.

The Town would be seeking to enter into and maintain a contract for AV services through to 2027.

Project Deliverables

- 1) **AV Setup and Equipment Rental:** Provide a comprehensive audiovisual setup including sound systems, microphones, speakers, lighting equipment, and other necessary AV equipment for both indoor and outdoor settings.
- 2) **Installation and Technical Support:** Setup and install all AV equipment at the event locations. Provide technical support during setup, rehearsals, and the actual events.
- 3) **On-site Staffing:** Provide qualified technicians and staff to manage the AV equipment and troubleshoot any issues during events.
- 4) **Backup Equipment:** Ensure availability of backup equipment in case of technical failures or emergencies.
- 5) **Post-Event Dismantling:** Dismantle and remove all AV equipment post-event, leaving the venues in their original condition.

Additional Notes

- 1) Contractors must be prepared to submit all required documentation as required by the Town's [Contractor Safety Policy](#) prior to commencing work.
- 2) Contractors are asked to familiarize themselves with the venues (See Schedule A) and provide a lump sum contract cost, broken down to include: (1) an hourly cost for work (2) the anticipated number of hours necessary per event to deliver the project deliverables. Please note any value-added services that may be offered and costing for each. See Schedule B for the bid submission process.
- 3) The responding party will be deemed to have familiarized themselves with existing sites and working conditions and all other circumstances which may affect performance and the delivery of service. No plea of ignorance of such conditions because of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension for services.
- 4) This is an invitation for quotes and not a tender call. Its purpose is to initiate negotiations which, if satisfactory, will lead to a contract with the Town for service. This RFQ neither expresses nor implies any obligations on the part of the Town to enter into a contract with any party submitting a response or responses. The award of any contract is subject to further negotiations.
- 5) The responding party recognizes that it is to supply all the labour, materials, and equipment (including safety devices), and any other tools or equipment that may be required to complete the scope of work outlined herein.
- 6) The party that is successful in the response to quotes shall ensure that billings include a detailed breakdown of all labour, equipment, and material costs to demonstrate the level of effort required to complete the scope of work.
- 7) The party that is successful in the response to quotes shall be prepared to negotiate a contract for services. Negotiations will include a meeting with Town staff to review the scope of the events, locations, budget, safety plans, and work schedules.
- 8) The Town reserves the right to waive any informalities or to reject any or all quotes based on changes to the approach to the work, organizational and perceived liability considerations, the financial suitability of proceeding with the execution of the work, individual tenderer's level of experience, available personnel and equipment, the Owner's perception of the impact of performance on similar projects, or potential performance problems in keeping schedule targets. The Town reserves the right to omit portions of the work should it be deemed necessary for overall financial reasons.

Schedule A

EVENT DETAILS

<p>Canada Day Pancake Breakfast</p>	<p>Date: July 1 Location: St. Ninian Place Event Time: 8:30 to 10:30 a.m.</p> <p>Provide family-friendly, upbeat background music during breakfast and microphone for elected officials to give a few remarks, as well as play the national anthem.</p>
<p>Canada Day Concert</p>	<p>Date: July 1 Location: Columbus Field Event Time: 7 p.m. to 10:15 p.m.</p> <p>Set-up stage for multiple musical performances (typically four or five) and official ceremonies.</p>
<p>Christmas on Main</p>	<p>Date: Friday, end of November – TBD Location: Main Street Event Time: 6 p.m.</p> <p>Set-up stage for multiple musical performance, dancers and emcee.</p>
<p>Santa Claus Parade</p>	<p>Date: Saturday, end of November – TBD Location: Begins at Exhibition Grounds and ends at Antigonish Market Square Event Time: 6 p.m.</p> <p>Provide wireless mic and lighting for Santa and his sleigh.</p>
<p>Holiday Movies</p>	<p>Date: December – dates TBD Location: St. Francis Xavier University, either Barrick Auditorium or Schwartz Auditorium Event Time: TBD</p> <p>Provide video, lighting, and licensing of two holiday movies.</p>

Schedule B

BID SUBMISSION FORM

THIS IS THE BID OF: _____
(Please put your company name here – Please print legibly)

BID PRICE (HST Excluded):

Lump Sum Cost: \$ _____

Cost Breakdown:

Hourly Rate: \$ _____

Estimated number of hours per event:

- Canada Day Pancake Breakfast \$ _____
- Canada Day Concert \$ _____
- Christmas on Main \$ _____
- Santa Claus Parade \$ _____
- Holiday Movies \$ _____

Value Added Services (optional)

Note: Contractors must be prepared to submit all required documentation as required by the [Town's Contractor Safety Policy](#) prior to commencing work.

Submission Process:

- Please Cite "TOA050624 -AV Services" on all correspondence.
- Quotations must be submitted on this form or via email with the noted information included.
- Quotations to be submitted no later than 2 p.m. on Tuesday, May 28, 2024
- Quotations to be dropped off to Town Hall, 274 Main Street, Antigonish, NS with attention to Shannon Long or emailed to shannon.long@townofantigonish.ca.