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|  | SCHEDULE B - QUOTATION |

RFQ Title: **Special Events – Audio, Lighting and Staging**

RFQ No: 1220-040-2019-058

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Richard D. Oppelt, Manager, Procurement Services

Address: Surrey City Hall

Finance Department – Procurement Services Section

Reception Counter – 5th Floor West

13450 - 104 Avenue, Surrey, B.C., Canada, V3T 1V8

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1.If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

2.Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Draft Agreement. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s) / Alternative(s)**

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s) / Alternative(s)**

5.The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

SECTION B-1

**Changes and Additions to Specifications:**

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services, to Attachment 1. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

**Requested Departure(s) / Alternative(s) / Addition(s)**

SECTION B-2

**Fees and Payments**

8.The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **F.O.B** | | | **Payment Terms:** | | | | **Ship Via:** |
| **Destination** | | | A cash discount of \_\_\_% will be allowed if invoices are paid within \_\_\_ days, or the \_\_\_ day of the month following, or net 30 days, on a best effort basis. | | | |
| **Freight Prepaid** | | |
| To Provide all labour, materials and equipment and all other services to complete the Specification of Goods and Scope of Services. | | | | | | | |
|
| **ITEM DESCRIPTION** | | | | | | | |
|  | | A. Audio | | B. Lighting | C. Staging | **FEE SUB TOTAL (A+B+C)** | |
| 1 | Party for the Planet | $ | | $ | $ | $ | |
| 2 | Canada Day | $ | | $ | $ | $ | |
| 3 | Fusion Festival | $ | | $ | $ | $ | |
| 4 | Tree Lighting Festival | $ | | $ | $ | $ | |
| **Subtotal:** | | | | | | **$** | |
| **GST (5%):** | | | | | | **$** | |
| **TOTAL:**  **(A+B+C)** | | | | | | **$** | |
| All rates are in Canadian Currency. | | | | | | | |
| Your Quotation is representative of your annual fees per event. | | | | | | | |

**Separate Pricing:**

|  |  |  |
| --- | --- | --- |
| No. | Description *(Refer to Schedule A section 3.1)* | Price |
| 1 | Party of the Planet |  |
|  | Risers (1 x 8’ x 8’ x 1’ rolling risers) | $ |
|  | Truss towers price for each individual size (add page if necessary) | $ |
|  | Other | $ |
| 2 | Surrey Canada Day |  |
|  | Risers (2 x 8’ x 8’ x 1’ rolling risers) | $ |
|  | Truss towers price for each individual size | $ |
|  | B Stage (SL 100 stage, provided by venue) | $ |
|  | Rodeo Stage | $ |
|  | Strawberry Tea | $ |
|  | Video | $ |
|  | Other |  |
| 3 | Surrey Fusion Festival |  |
|  | Mainstage Audio | $ |
|  | Risers | $ |
|  | Stage (Main Stage) SL250/260 | $ |
|  | Stage (D Stage) SL 100 | $ |
|  | Stage B (B stage pricing separately) | $ |
|  | Stage C (C stage pricing separately) | $ |
|  | Stage D (D stage pricing separately) | $ |
|  | Stage E (E stage pricing separately) | $ |
|  | Truss towers pricing for each individual size | $ |
|  | Other | $ |
|  | Video | $ |
| 4 | Tree Lighting Festival |  |
|  | Risers (1 x 8’ x 8’ x 1’ rolling risers) | $ |
|  | Truss towers pricing for each individual size | **$** |
|  | Other | **$** |

SECTION B-3 **(NOT APPLICABLE TO THIS RFQ)**

**Time Schedule:**

10. Contractors should provide an estimated schedule, with major item descriptions and times indicating a commitment to provide the Goods and perform the Services within the time specified (use the spaces provided and/or attach additional pages, if necessary).

MILESTONE DATES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | SCHEDULE | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |  |  |  |  |  |  |
| SAMPLE |  |  |  |  |  |  |  |  |  |  |
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SECTION B-4

**Key Personnel & Sub-Contractors:**

11. Contractors should provide information on the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

12. Contractors should provide the following information on the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
|  |  |  |  |
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SECTION B-5

**Experience and References:**

13. **Experience:** Contractor's should provide information on their relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

14. **References:** Contractor's should provide information on their relevant references (name and telephone number). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion (use the spaces provided and/or attach additional pages, if necessary):

15. **Contractor’s Equipment:** Contractor should provide a listing and details of equipment to be used to perform the Services (use the spaces provided and/or attach additional pages, if necessary):

16. As applicable, the Contractor should provide sample photos of various props/décor/furnishing owned and warehoused by your firm. Video and photos may be provided as a web link or saved on a CD or USB flash drive. CDs/USB flash drives must be received by the Purchasing Department along with your Quotation before the preferred Closing Date.

17. Contractor should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g. carbon neutral by 2015). Information pertaining to their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective (use the spaces provided and/or attach additional pages, if necessary):

18. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Contractor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |