

TOWN OF GANDER



REQUEST FOR PROPOSAL RFP24-02 2024 FESTIVAL OF FLIGHT PRODUCTION, LIGHTING AND SOUND SERVICES

Closing Date and Time:

Thursday, May 16th, 2024, 2:00:00 pm Local Time

Town of Gander Festival of Flight August 1-5, 2024

Production, Lighting and Sound Services Requirements

The Town of Gander requires the following Production, Lighting and Sound Services for our 2024 Festival of Flight:

1.0 Information to Proponents

1.1 General Description- Request for Proposal

The Town of Gander's Festival of Flight is held annually at various venues in Gander. Audience size ranges from 200 - 7,000 depending on the event. The 2024 Festival of Flight Committee is seeking a qualified company to provide production, lighting, and sound services sufficient to reach the listed number of attendees at both the Steele Community Centre and Cobb's Pond Rotary Park Amphitheatre. In 2024, we require both facilities to be set up and operational for the duration of the Festival of Flight – August 1st – 5th to ease transition should inclement weather become an issue for the Concert Series or Gander Day. In addition, this company must be prepared to meet and fulfill technical and backline rider requirements for entertainment contracted by the Town of Gander for the following events:

1. Festival of Flight Concert Series – August 2nd – 4th

This is the 3rd year for this event which takes place at Cobb's Pond Rotary Park (rain location: Steele Community Centre). The audience size will range from 200-3000 people depending on the entertainment lineup. Lighting of the stage will be required for any entertainers performing at Cobb's Pond after 7:30pm on all evenings.

Friday, August 2nd – 4pm – 10pm – Various musical acts including solo artists, bands, etc. Headliner: Ennis Sisters

Saturday, August 3rd – 4pm – 7pm - Mixture of Solo Artists, Bands, and a Youth Performer Showcase will take place at the beginning of the event. **In case of inclement weather, only the youth showcase will go ahead on stage at the Steele Community Centre.*

Sunday, August 4th – 4pm - 8pm – Mixture of Solo Artists and Bands playing traditional Newfoundland music.

2. Kitchen Party – Saturday, August 3rd

This event takes place at the Steele Community Centre with a maximum of 2500 people in attendance. Equipment will need to be ground supported as there are no rigging points at the Centre. There will be three (3) bands performing including the Navigators, Mixed Tapes and one more to be confirmed. The event starts at 9:30 p.m. with background music until 10:00pm and concludes at 3:00 a.m. A second drum kit may be required for the other acts.

Please note: all proposals should include a detailed list of equipment to be provided and allow for leeway of additional requests by the bands yet to be confirmed.

3. Gander Day - Monday, August 5th

Venue is Cobb's Pond Rotary Park with approximately 5,000 – 7,000 people attending. Concert starts at 2pm, finishes at 10pm with 15-18 acts – mixed of solo artists, duos, bands, etc. The headline act (yet to be confirmed), begins at approximately 8:50pm. In addition to the cost of the sound production, proposals must include the cost of a drum kit and lighting of the stage for acts performing after 7:30pm. This show is continuous music with short intervals between changeovers. It is also required that the provider use a delayed stack to allow those who are far away from the stage the ability to hear the entertainment.

Please note: Vehicles are not permitted on the grass area by the stage. Please indicate any additional scaffolding, rental or staffing costs associated with this.

1.2 Submissions

The proposal package must include, at a minimum, the following information:

- a. A signed and dated proposal received by the Procurement Officer, Town Hall, 100 Elizabeth Drive, Gander, NL, A1V 1G7 prior to the closing date and time indicated above. The outside of the envelope is to be clearly marked "Proposal RFP24-02 for Festival Production, Lighting and Sound Services" as well as Proponent's Name.
- b. A list of references identifying projects of a similar size completed within the past 3 years (limit to 4 most recent).
- c. A list of technical personnel that will be involved in the production, as well as the experience of each.
- d. Proponents are to provide a detailed list of equipment/technicians/labour to be used for each event individually. (Concert Series, Kitchen Party, Gander Day)

Bidders are to note that the Town will not be providing any labor for unloading, loading, or set up/take down of the proponent's equipment at any venue. The costs for this labor must therefore be included as part of your proposal.

- e. Cost – Proposals must show a breakdown of costs for each event that includes equipment rental/labor/travel and any other expenses. The Town will provide accommodations only (meals not included). A total cost is to be shown at the bottom of your proposal that would be inclusive of all labor, materials, rentals, freight, travel, meals, set up, take down, movement of gear between venues, taxes, profit, etc., showing H.S.T. separately. **No additional costs will be accepted by the Town of Gander once a proposal is accepted unless items additional to this RFP are requested by the Town.**

- f. The Town of Gander recognizes the province's commitment to Occupational Health and Safety, any vendor or supplier using Town owned buildings or participating in a Town run event must carry said work out in accordance with these policies. Bidders will find information on this program on the Town's web site: www.gandercanada.com and click on the "Bids" link. No work will be permitted until the successful contractor has provided all the necessary forms and information required. Therefore, bidders are advised to thoroughly review this program to ensure that they can comply with its requirements should their bid be successful.

Proposals may be faxed, e-mailed (PDF format only), mailed or hand delivered in a sealed envelope, clearly marked at to its contents to the Procurement Officer up to closing date May 16th, 2024, 2:00 p.m. Local Time. Persons faxing proposals or amendments are advised to contact the Procurement Officer at 709-800-4543 after faxing to confirm receipt of said document. Faxed or emailed amendments are to indicate the amount of increase or decrease only in the proposed amount (including HST) and must not show the final revised proposed amount. All proposals are to be forwarded by the proponent via either method listed above and addressed to the following:

Mailed, Couriered or Hand Delivered bids are to be addressed to the following:

Suzanne White
Procurement Officer
Town Hall, 100 Elizabeth Drive
Gander, NL
A1V 1G7

Fax bids or amendments to: 709-256-5809

Email Tender bids to: tenders@gandercanada.com

Note: Bids sent to any other e-mail address will NOT be accepted

Proposals will be opened in public at the Town Hall -Lancaster Room on Thursday, May 16th, 2024, at 2:30 p.m. Local Time.

Late proposals will be rejected and returned unopened to the sender.

1.3 Critical Dates

Complete proposal packages must be submitted to the Town of Gander, no later than May 16th, 2024, at 2:00 p.m. local time

Management will make a final recommendation to the Municipal Council and make the award as directed by the Council. Your proposal will be held firm for a minimum of **sixty (60) days**.

1.4 Proposal Cost

All costs associated with the provision of any proposal submission will be the responsibility of the bidder only.

1.5 Limitation of Liability

The proponent, by submitting a proposal, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal for matters relating to an agreement or in respect of the competitive process, and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

The successful bidder (if awarded) shall protect himself and indemnify and save the town harmless from any and all claims, losses, costs, damages, suits, proceedings, or actions arising out of or in executing the work, including his errors, omissions, negligence or improper acts. To accomplish this, the contractor must maintain **comprehensive liability and automobile insurance** of at least **\$2,000,000.00** beginning with the commencement up to and including the termination of this contract and shall provide proof of which prior to work commencing.

The Town of Gander does not bind itself to any proposal and reserves the right to select whichever proposal it deems to be in its best interest.

The Town also reserves the right to seek clarification and / or additional information concerning any aspect of any submitted proposal.

2.0 EVALUATION OF PROPOSALS

2.1

The following evaluation schedule will be utilized for the evaluation of proposals:

Criteria	Rating
Experience of proponent	35%
Equipment to be used	25%
Personnel to be used	15%
Cost of production	15%
Previous experience with Festival of Flight events	10%

Town of Gander
RFP24-02
2024 FESTIVAL OF FLIGHT
PRODUCTION, LIGHTING AND SOUND SERVICES

Appendix A – STATUTORY FORM OF DECLARATION

This page must be completed and submitted with your proposal form as Appendix A

STATUTORY FORM OF DECLARATION

We certify that:

The party executing this document is authorized to sign the same.

The matters set forth in the Proposal are correct.

This Proposal is made without any connection, comparison of figures or arrangement with or knowledge of any other Corporation, Firm or Person making a Proposal for the same work.

This Proposal will remain open for acceptance for a minimum of 60 (sixty) days after opening of proposals and the Town of Gander may at any time within this period accept this proposal.

Name of Firm: _____

Signing Officer's Signature: _____

Mailing Address: _____

Email: _____

Fax: _____

Declared before me this _____ day of _____ 2024.