

City of Richmond
Request for Expressions of Interest
Contract 3715 – EOI

Richmond O Zone – Equipment, Materials and Services

Introduction

The City of Richmond invites Expressions of Interest for the temporary supply, delivery and possible installation of equipment, materials and services for the Richmond O Zone, the City's 2010 celebration site. Interested respondents are invited to submit a Letter of Expression of Interest (submissions) outlining background information with a listing of experience and qualifications, including a description of comparable projects and references.

The purpose of this Request for Expressions of Interest (RFEOI) is to determine and compile a list of qualified suppliers interested in participating in potential O Zone bidding opportunities. The list of suppliers, materials and individual contractors included as part of this RFEOI is not necessarily exhaustive nor is it intended to imply that all or any of these services are required. As planning of the O Zone develops, the City may invite suppliers to submit a quotation if required and as and when necessary.

Compressed project timelines may affect this process. As such, the City reserves the right to determine each phase of the bidding process which may include negotiating with lead respondents, forgoing the competitive selection process or pursuing a different selection process entirely and cancelling this RFEOI.

Project Background and Scope

To celebrate Richmond's role as a Venue City in the 2010 Olympic and Paralympic Winter Games (the "Games")¹, the City of Richmond will deliver a magnificent celebration site on 44 acres of land in the heart of the city. Called the O Zone, this site will be located in Richmond's historic Minoru Park and in the Civic Centre (which includes Richmond City Hall and its central, satellite community facilities).

The City anticipates that 25,000 visitors will visit the O Zone on each of the 17 days of the Games (February 12-28). Visitors will be attracted to the long track speed skating competitions at the Richmond Olympic Oval nearby, and will also be drawn to the spectacular program of entertainment and activities taking place at the O Zone. Please refer to the City's web page (linked below) for further information:

<http://www.richmond.ca/discover/olympics/venuecity/games/OZone.htm>

List of Materials, Equipment and Services Required

The list of materials, equipment and services include, but is not limited to:

- Barricades, Crowd and Traffic Management.

¹ For information on Richmond's role as a Venue City, please visit:
<http://www.richmond.ca/discover/olympics/venuecity/games.htm>

- Bike Racks.
- Dynamic Message Boards.
- Event Production, Management and Design Services.
- Flood Lights.
- Food and Beverage Management and Delivery of Services.
- Graphics Fabrication - Large Scale Fence and Structure Wraps.
- Graphics Fabrication - Wayfinding Signage.
- Musical Instruments - Backline Supplier.
- Offices/Video/Dressing Room Trailers (without washroom facilities).
- Plumbing - Equipment and Supplies for Food Vendors, General Site Services.
- Rented Furnishings including tables, tarps and chairs, etc.
- Sign Installer Services.
- Stage Manager Services.
- Static Signage Boards.
- Storage – Portable.
- Storage – Refrigerated.
- Tents.
- Traffic Control Devices.
- Video and Video Graphics Production Services.

Qualifications

Respondents should have considerable experience with the supply, delivery and installation (as applicable) of the types of materials and equipment and with the provision of services listed in this RFEOI. Sound knowledge of the operational requirements of supplying goods and services to major special events is also desired.

Respondents that meet these requirements will be given first consideration while incomplete submissions may not be given consideration.

Submission Details

All submissions received by the City must not exceed five (5) pages in length; these submissions will be evaluated at the discretion of the City based upon the information contained within them, in consideration of, but not limited to:

- the experience of respondent;
- a catalogue, or other reference materials, listing all inventory owned by the respondent that is relevant to the materials and supplies required by this RFEOI;
- the respondent's references;

- description of involvement in previous projects of a similar nature and
- related qualifications.

Five (5) copies of Letters of Expression of Interest submissions sealed and marked “Contract 3715 EOI: Request for Expressions of Interest: Equipment, Materials and Services for the Richmond O Zone” and addressed to the Manager, Purchasing and Risk, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 2:00 pm, Local Time, Tuesday July 28th, 2009. Submissions received after this time will be returned to the sender.

Questions related to the O Zone and required materials and equipment should be directed to Amar Gottenbos at the Richmond Olympic Business Office, by phone at 604-247-4649 or by email to agottenbos@richmond.ca

Questions related to the RFEOI process should be directed to Kerry Gillis, Buyer II, Contracting Specialist by telephone at 604-276-4135 or by email to kgillis@richmond.ca

Inquiries and responses relating to this RFEOI will be posted on BC Bid and the City’s website. It is the sole responsibility of each respondent to check these sites on a regular basis for amendments, addendums or questions relating to the RFEOI.

Note: Any submission will not necessarily be accepted. Also, respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting a letter of expression of interest, each respondent shall be deemed to have agreed that it has no claim.

All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act (BC)*.



July 24th, 2009
File: 3715 EOI

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Respondents

Dear Sir/Madame:

Re: Request for Expressions of Interest (3715 EOI) – Materials, Equipment and Services for the Richmond O Zone – Addendum 1

Part I: Inquiries

We have received questions and comments related to this Request for Expression of Interest (RFEOI). This addendum lists the questions we have received, together with our answers. This addendum forms part of the RFEOI Document and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your Expressions of Interest:

- Q.1 Does the page limit (no more than five pages maximum) include the “catalogue or other reference materials...?” Can submissions be emailed to the City instead of hard copies?
- A.1 Submissions should conform to the requirements listed under “Submission Details” listed on pages two and three of the RFEOI document and should be no more than five pages in length. Catalogues, similar reference material and additional information may be submitted in addition to the five-page submission as appendices. The City requires that all submissions be delivered in hard copy format to the address and location listed on page three of the RFEOI document as all submissions must be stamped to ensure that they have been delivered by the closing date and time of 2:00pm, Tuesday, July 28, 2009.
- Q.2 Is there a requirement for staffing in upcoming celebrations in the Richmond O Zone with regard to event preparations, operations and clean-up?
- A.2 The City is working with Volunteer Richmond for these types of services.
- Q.3 Can you (provide) examples of the (Traffic Control) devices you are looking for?
- A.3 We are still planning our requirements at this time and have not determined our exact traffic control needs. Respondents that can provide traffic control devices and that are interested in potential bid opportunities related to traffic control supply are welcome to submit a response to this RFEOI.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: Amar Gottenbos, Executive Assistant, Richmond Olympic Business Office