



## City of Grand Forks Request for Proposals

Canada Day 2022 Event Planning and Delivery

RFP# GF2022-08-RFP

Date of issue – March 11, 2022

Date of Closing – March 29, 2022 @ 2pm

### Overview

The City of Grand Forks is seeking proposals from individuals and/or organizations (the proponent) that are interested in planning and delivering Canada Day 2022 celebrations on behalf of the City. The budget for Canada Day 2022 festivities is \$5,000.

All contract documents are available through BC Bid and on the City of Grand Forks website. Proponents are solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Questions regarding this RFP can be directed to Daniel Drexler, Corporate Officer, at 250-442-8266 or via email at [ddrexler@grandforks.ca](mailto:ddrexler@grandforks.ca). Do not send pricing information to this email address.

Proponents must refer to the RFP Documents for the terms governing the selection process. Proposals shall be prepared and submitted at the sole expense of the proponent and without cost to the Corporation of the City of Grand Forks. All proposals received by the City of Grand Forks Corporate Officer become the property of the Corporation of the City of Grand Forks and as such are subject to the Freedom of Information and Protection of Privacy Act.

Proposals may be submitted until 2:00 p.m. (local time), Monday, March 29, 2022. At this time, only electronic submissions are being accepted.

### Electronic Submissions

Proposals may be submitted electronically in pdf format with the RFP name and number noted in the email subject line to: [corporate@grandforks.ca](mailto:corporate@grandforks.ca).

If submissions exceed the permitted email size of the Bidder or the City, proponents should submit the proposal in multiple emails indicating on each email the total number of emails being sent. All emails must be received by the City no later than the closing time in Grand Forks, BC. Late submissions will not be accepted or considered.

The City will not be liable for any delay or non-receipt of emails for any reason including technological delay or issues by either party's network or email program. The City accepts no responsibility for submissions that fail for any reason to enter into the City of Grand Forks' email system by the closing time. As email transmission can be delayed due to high volumes of internet traffic, file transfer size, transmission speed etc., it is the proponent's responsibility to submit their proposal sufficiently in advance of the closing time to allow for receipt by the City. Proponents submitting email bids near the deadline do so at their own risk.

# Project Specifications

## 1. Introduction

Canada Day (July 1) is an important community celebration that is supported by the City of Grand Forks. In previous years several models have been used to arrange Canada Day festivities. Often this occurred via a partnership with either the Grand Forks / Boundary Chamber of Commerce or through Community Futures. In recent years, an Events Coordinator, hired through the Rural Dividend Fund, hosted Canada Day on behalf of the City, and in 2021, the Downtown Business Association (DBA) arranged a COVID-19 pandemic limited event.

Given the current trend of restrictions easing across Canada, City staff are working on plans to celebrate Canada Day through seeking qualified partners to deliver the event. Interested parties are encouraged to submit proposals that demonstrate community spirit, collaboration, and celebration.

## 2. Project Timeline

Project Milestones include the following:

- April 4: proponent selected
- April 11: agreement in place
- May 9: Draft celebration plan provided for feedback
- May 23: Final plan approval
- July 1: Canada Day

## 3. Project Deliverables

Proposal should demonstrate a clear vision for Canada Day 2022 celebrations in Grand Forks and include the following information:

- Event description:
  - Outline the broad vision for the celebrations
  - Describe your planning process, how will you consult?
  - Provide events details – how many, what kind, number of participants, etc
  - Alignment and coordination with other events planned in the area
- Project team
  - Provide information and accountabilities for project leaders and team members
- Community Partnerships
  - Who will you work with? How will they be supported
  - Provide Letters of Support if applicable
- City Support
  - Details of expectations (if any) from City staff for event delivery (ie picnic tables, infrastructure, etc)
- Budget
  - Include potential revenues (if applicable) and expenses
  - Detail any in-kind contributions from partners
  - Include event insurance coverage and policy details

#### **4. Submission Requirements**

- Proposals must include the Bid Form, completed in full.
- The proposal must be received at the closing location by the specified closing date and time.
- The proposal must be signed by a person authorized to sign on behalf of the Proponent.
- The proposal must be in English.
- Proponents may amend their bid via email to [corporate@grandforks.ca](mailto:corporate@grandforks.ca). Email changes must be received prior to the closing time. Any proposal change should disclose only price changes and any change that discloses a lump sum price, a unit price, an extended total, or total price will result in the entire bid being rejected. If a proponent emails a change to the proposal, the proponent accepts all risk associated therewith, including lost or misdirected email and any malfunction of the City's equipment.
- In the case of a unit price contract, if the proposal contains an error in adding amounts, the total proposal price is the total resulting from correct addition by the City of the amounts.

#### **5. Evaluation**

- Proposals will be evaluated on the basis of the best value to the City based on quality, service, price, and the following strategic priorities:
  - Partnerships with local community groups and businesses
  - Alignment with potential other events planned in the area
  - Cost and value for money
  - Creativity regarding variety and sub-events
  - In-kind contributions
  - Clear understanding of civic needs
- The City will be under no obligation to receive further information, whether written or oral, from any bidder.
- The City reserves the right to accept or reject any or all of the proposals submitted.
- Award of any contract will be subject to budget consideration and requirements of the City of Grand Forks Procurement Policy.

#### **6. Additional Information**

- Except as expressly and specifically permitted in the RFP, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a bid, each bidder shall be deemed to have agreed that it has no claim.
- It is the sole responsibility of the bidder to determine the current site conditions and locations.

#### **7. Requests for Clarification**

Bidders may inquire into and clarify any requirements of this RFP. Questions must be communicated to the City's contact person at least five days prior to the closing date. It is the bidder's responsibility to clarify any details prior to submitting a bid. The Corporation of the City of Grand Forks will assume no responsibility for any oral instruction or suggestion.

## **8. Omissions and Discrepancies**

If a Bidder finds discrepancies in, or omissions from, the bid documents or if he/she is in doubt as to their meaning, he/she should advise the City immediately.

Responses, if not already addressed in the RFP, will be addressed in the form of addenda, posted in the same location as the original RFP documents. No oral interpretations will be effective to modify any provisions of the Bid unless a written addendum has been issued by the Corporate Officer prior to the advertised closing date and time. The Bidder is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Bidders must also acknowledge receipt of each addendum (if any) in the space provided on the bid form.

## **9. Bid Irrevocability**

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its bid prior to the closing date and time. Any amendment submitted which results in the disclosure of pricing or other salient points of the original bid will result in disqualification of the Bidder. At closing time, all bids become irrevocable.

Bids shall be firm for a period of at least 30 days from the RFP closing date and shall be used as the basis for and be included as part of the contractual agreement that will be entered into with the selected firm. The City reserves the right to negotiate scope and price with the lowest qualified bidder without any obligation to any other bidders.

By submission of a bid, the Bidder agrees that should its bid be successful, the Bidder will enter into a contract for the work with the City of Grand Forks, the content and format of such contract to be determined by the City of Grand Forks.

# Proposal Form

## 1. Contact Information

Name of Organization (if applicable):	
Name of Authorized Representative:	
Job Title of Representative:	
Address:	
City:	Postal Code:
E-Mail Address:	Phone #:
Website:	Date signed:
Authorized Representative Signature:	

## 2. Pricing and Evaluation

- If applicable, for each deliverable identified in the Project Specifications, indicate breakout pricing for both draft and final product delivery.
- Outline your schedule to provide each deliverable in the Project Specifications, and briefly (in 500 words or less) the approach to meet the City's strategic priorities.
- Provide 2-3 examples of previous work that demonstrate experience with events of a similar size and scope.
- Quotations will be evaluated with the following criteria:
  - 50% pricing
  - 50% strategic priorities:
    - Partnerships with local community groups and businesses
    - Alignment with potential other events planned in the area
    - Cost and value for money
    - Creativity regarding variety and sub-events
    - In-kind contributions
    - Clear understanding of civic needs

### 3. Conflict of Interest

- List all projects, contracts, or commissions, etc. the Proponent has undertaken with the City of Grand Forks within the last 3 years. If no business interactions have taken place, please state that.
- If there have been business interactions as defined above, please declare if there are any outstanding claims, litigation, liens, costs, or other disputes, ancillary or otherwise relating to these interactions.

Authorized Signatory:	
Date:	

### 4. Addenda

The Proponent acknowledges receipt of the following Addenda and agrees that this Bid has been completed in accordance with them:

Addenda:	
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