
District of Hudson's Hope

Bid

Short-Term Special Events Coordinator

The District of Hudson's Hope (the District) is requesting bids from interested persons in doing contracted work as a Special Events Coordinator to plan, organize and coordinate three Special Events Reporting: the District of Hudson's Hope Christmas Parade, the Christmas Light Up at Beattie Park and the District of Hudson's Hope Winter Carnival.

A copy of the Bid Request may be picked up during regular office hours 8:30 am to 4:30 pm at the District Office located at 9904 Dudley Drive, Hudson's Hope, BC, or on the District website at <http://hudsonshope.ca/business/tenders/>

Sealed Bids clearly marked "Short-Term Special Events Coordinator" should be mailed or delivered to the following address by **4:30 pm, local time, Monday, November 6, 2017**:

Tom Matus, CAO
District of Hudson's Hope
PO Box 330, 9904 Dudley Drive
Hudson's Hope, BC V0C 1V0

Bids will be evaluated on the basis of experience, references, completeness of the Bid, price and other factors as determined by the District.

The District reserves the right to arbitrarily accept or reject any or all submissions and to waive irregularities at its own discretion. The lowest or any submission will not necessarily be accepted and the District reserves the right to negotiate terms and conditions with the successful Bidder.

For more information contact:

Tom Matus, CAO, Telephone: 250-783-9901



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE
BID FOR
SPECIAL EVENTS COORDINATION

Closing Date: Monday, November 6, 2017

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GENERAL INSTRUCTIONS TO BIDDERS

Statement of Bid

The District of Hudson's Hope (the District) is requesting Bids from persons interested in planning, organizing and coordinating three Special Events for the District.

Bid Documents

Copies of the Bid Documents may be obtained from:

District of Hudson's Hope Municipal Office

9904 Dudley Drive

Hudson's Hope, BC

V0C 1V0

Telephone: 250-783-9901

Website: <http://www.hudsonshope.ca/pdf/specialeventscoordinator tender.pdf>

District of Hudson's Hope Representative

The District's representative will be:

Tom Matus

Chief Administrative Officer

District of Hudson's Hope

PO Box 330, 9904 Dudley Drive

Hudson's Hope, BC V0C 1V0

Phone: 250-783-9901

Fax: 250-783-5741

Email: cao@hudsonshope.ca

Review and Interpretation of Bids

Each Bidder will be solely responsible for examining all the BID documents, including any Addenda and issues during the BID period and for independently informing itself with respect to any and all information contained therein, and any and all conditions that may in any way affect the Bid, before the Bid is submitted.

Each Bidder will review all BID documents and will promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request must be submitted to the District's representative in writing, electronically or otherwise, no later than 2:00 pm, one (1) day before the closing date.

Where such requests result in a change or a clarification to the requirements of the BID, the District will prepare and issue an Addendum to this BID.

Addenda

Written addenda issued by the District will be the only means of varying, clarifying or otherwise changing any of the information contained in this BID. The District reserves the right to issue

Addenda up to the BID Closing date and time. The date set for submitting Bids may be changed if, in the District's opinion, more time is necessary to enable Bidders to revise their Bids. Addenda will state any changes to the BID Closing date and time.

Preparation of Bids

All Bidders shall be solely liable for all costs incurred in the preparation of Bids in response to this BID. The District shall not be held accountable for any such costs, however incurred.

The Bid submitted by each Bidder will be signed by an Authorized Representative of the Bidder.

Indemnity

The Bidder will indemnify and save harmless the District, its elected and appointed officers, its employees, agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the District may sustain, incur, suffer or be put to at time either before, or after the termination of the Contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Bidder or of any agent, employee, officer, director or sub-contractor of the Bidder pursuant to this Contract, excepting always liability arising out of the independent negligent act of the District.

Insurance

As the events are sponsored by the District of Hudson's Hope, the District of Hudson's Hope provides insurance for the events identified in this document.

The Bidder must comply with all applicable laws and bylaws within the jurisdiction of the work.

Submission of Bids

Bidders shall submit one (1) hard copy and one (1) electronic PDF copy of the Bid. All shipping materials are to clearly identify the Bidder and their contents.

The Bid closing date shall be **Monday, November 6, 2017 at 4:30 pm local time**. It is the Bidder's sole responsibility to ensure that its Bid is received on time. Submissions received after this date and time will be considered disqualified and will be returned unopened. Bids will be opened privately after the closing time. Bids will not be received by e-mail or fax.

Each Bid shall be submitted to the office of the Chief Administrative Officer in a sealed envelope clearly marked and addressed as follows:

Bid for Special Events Coordination

CONFIDENTIAL – DO NOT OPEN

Chief Administrative Officer
District of Hudson's Hope
PO Box 330, 9904 Dudley Drive
Hudson's Hope, BC V0C 1V0

Closing Date and Time

- BID Closing Date: November 6, 2017
- BID Closing Time: 4:30 pm (PST)
- Project will be awarded within approximately 2 weeks after the closing date.

Incomplete Bids

The District expressly reserves the right to reject or accept any Bid whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the District may request clarification where, in the opinion of the District, the Bidder's intent is unclear.

Withdrawal

Bids may be withdrawn by written notice provided such notice of withdrawal is received prior to the closing date and time.

Acceptance of Bids & Contract

Each Bid will be valid for a period of sixty (60) days from the closing date and time for receipt of Bids.

The District reserves the right to reject any or all parts of the Bid and to waive any minor informality or irregularity in Bids without any obligation or any reimbursement to the Bidders. The District also has the right to accept the Bid that is deemed most advantageous to the District. The District reserves the right to award this Bid in whole or part and at the sole discretion not to award at all.

By submission of a Bid, the Bidder agrees that should its Bid be successful the Bidder will enter into a Contract to plan, organize and coordinate the three events with the District of Hudson's Hope. This complete Bid form, terms, conditions, instructions, specifications and any attachments will become part of a Contract entered into between the successful Bidder and the District.

Bidders must demonstrate in their Bid that they have a clear understanding of the BID requirements. Bidders need to articulate their Bids, intentions and abilities indicating how they will fulfill the requirements of the BID and what services they will provide.

Conflict of Interest

At no time during the Bid stage, evaluation stage, after award, or during the preparation of the Scope of Work shall a District or Council Member or appointed Authority, Committees or Commissions be in any way connected with the Bidder. Bidders are to include, with their initial Bid, and at any subsequent time where requested to do so by the District, full details of any employee, person firm or corporation that could be considered at conflict with the District.

Freedom of Information and Protection of Privacy

Bidders are advised that parts or all of their Bids may be subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy Act*. Bidders who wish to ensure that particular parts of their Bid are protected from disclosure under this Act should specifically identify any information or records provided with their Bids that constitute trade secrets, that are supplied in confidence and the release of which could significantly harm their competitive position. Bidders are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

Bidder's Responsibility

It is the responsibility of the Bidder to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this Bid call at their initiative. The District reserves the Right to share, with all Bidders, all questions and answers related to this Bid call. The Bidder will be responsible for:

- a) Planning and coordinating for special events for the community of Hudson's Hope under the direction of the Corporate Officer.
- b) Shopping for all materials and prizes required for special events.
- c) Planning, organizing, coordinating and supervising the Christmas Parade, Light Up and the Winter Carnival.
- d) Working with municipal staff to determine the budget for the afore mentioned events.

District Responsibility

The District will provide the successful Bidder with information available to the District that may be required to complete the scope of work and achieve the goals and objectives laid out herein (to be determined during project initiation).

Ownership of Documents

All documents and materials submitted in response to this BID shall become the property of the District.

Intent to Submit Bid

All Bidders are asked to complete the form attached as Appendix A, as a means of providing contact information for receipt of Addenda or other information pertaining to this BID. This form should be returned to the District no later than three (3) working days following the date of issue of the BID package received or picked up by the Bidder. Failure to return this form may result in Bidders not receiving important information about this BID.

INTRODUCTION AND BACKGROUND

The District of Hudson's Hope (the District) is requesting Bids from persons interested in planning, organizing, coordinating and supervising the following District Special Events: Christmas Parade, Light Up and Winter Carnival.

Purpose and Objectives

Reporting to the Chief Administrative Officer or his designate, the Contractor will be responsible for planning, organizing, coordinating and supervising the Christmas Parade, the Light Up and the Winter Carnival.

Scope of Work

In support of the purpose and goals, the Bidder shall:

- 1) Plan, organize, coordinate and supervise the Christmas Parade and Light Up and the Winter Carnival for the community of Hudson's Hope under the direction of the Chief Administrative Officer or his designate;
- 2) Scope of Work documents are provided by the District;
- 3) Supporting personnel must be approved by the District and are paid for by the District;
- 4) Shop for all materials and prizes required for the aforementioned special events identified in above section 1);
- 5) Provide a monthly invoice detailing the hours worked and duties performed during those hours.

Appendix B provides a general listing of the scheduled events and the minimum tasks that the Bidder would be expected to undertake.

FORMAT OF BIDS

Bidders should structure their Bids to provide, at a minimum, the necessary information required for a full Bid and Successful Evaluation scoring.

Bidder Overview

The Bid shall provide a general overview of the Bidder(s), and the experience they have in event planning, organizing and coordinating, and community involvement. This section should specifically highlight recent and relevant project experience that demonstrates the Bidder's suitability to undertake the scope of work. This section should be no more than one (1) page in length. A minimum of two (2) references relating to relevant project experience should be provided, including contact name and details for the projects.

Work Schedule and Fee

The fee schedule should propose a flat rate for planning, organizing, coordinating and supervising the noted special events in this document. And note that time spent on events can vary greatly. The proposed fees should not include materials required for events or extra labour costs to help run the events as there is a predetermined budget for these items.

Projected Deliverables

- a) The Bidder will clearly identify in the Bid, specific project milestones and deliverables.
- b) The District requires a digital copy and one (1) hard copy of each deliverable document.

BID EVALUATION AND SELECTION CRITERIA

The District will review all Bids, with the successful Bidder being chosen based on the evaluation format outlined below. The District reserves the right to accept or reject any or all of the Bid. Consulting firms or teams that submit Bids will be evaluated based upon the following selection criteria:

Relevant Experience	50	<ul style="list-style-type: none"> • Demonstrated ability to plan, organize, coordinate and supervise successful community events. • Minimum 2 references relating to project experience, including contact name and project details.
New Ideas for Events	25	<ul style="list-style-type: none"> • Understanding of large scale community events and ability to deliver. • Creativity for new events.
Fees	25	<ul style="list-style-type: none"> • Lowest Request for Bid will not necessarily be accepted

Maximum Total Score = 100

“Fee Score” point formula: $\text{Score} = (\text{lowest qualified} * \text{fee} / \text{Bidder proposed fee}) \times 25$

“Lowest Qualified” fee is defined as the lowest fee for the services proposed by a qualified/capable Bidder. The District reserves the right to be the sole judge of a qualified Bidder.

**THIS IS THE END OF THE MAIN DOCUMENT
THERE ARE 2 APPENDICES WHICH FOLLOW**

APPENDIX A

INTENT TO SUBMIT BID

BID FOR:
SPECIAL EVENTS COORDINATION

Please complete this form and return immediately to:

Tom Matus, CAO
District of Hudson's Hope
PO Box 330, 9904 Dudley Drive
Hudson's Hope, BC V0C 1V0
Telephone: 250-783-9901
Fax: 250-783-5741

Failure to return this form may result in no further communication regarding this Bid.

Name:	
Address:	
Telephone:	
Fax:	
E-mail:	

I have received a copy of the above noted Bid.

Yes, I will be responding to this Bid.

No, I will not be responding to this Bid.

I understand that if I do not submit a response, this will not affect my status as a potential Bidder in the future. I also understand that if I do not return this form I may not receive any further notices with regard to this Bid.

Name:	Signature:
Title:	Date:

Community and Family Oriented Special Events and Activities

Tasks Checklist for Events

Winter Carnival

- Advertisement – Bulletin, website, School Newsletter, Playschool & Strong Start Newsletters, Posters, PRIS PSA, regional print media
- Planning – line up week of activities, entertainment, food, carnival bucks, flyers, etc.
- Events: Grand Opening, Extreme Sledding & Ski Day, Snow Shoeing, Figure Skating Workshop, Curling Workshop, Cross Country Skiing Workshop, Karate Club Workshop, Family Community Dance, Cameron Lake Fun Day, Snowed Inn Coffee House, Deep Woods Tour, Library Trivia Quiz, Museum Questionnaire, Grand Finale
- Group Assistance: JCRs, Shannon Mason School of Dance, Northern Rockies Karate, Figure Skating Club, Minor Hockey, Cameron Lake Outdoor Ed, Visual Poetry Photography, etc.
- Request In kind monetary donations: Talisman Energy, Canbriam, Spectra Energy, Cardero Coal Ltd., BC Hydro Lifestyles, Arcis Seismic Solutions, GV Bashforth & Associated, Peace Area Contracting, Robert Bach RE/MAX, Beverly Bach Notary Public, Butler Ridge Energy, w-6 Contracting, Forrester Specialty Services, North Peace Savings & Credit Union, Pat's Hairstyling, Horseshoe Creek Outfitters, Yellowhead Road & Bridge, Peaceview Enterprises, Kirkeeng Excavating, Marg's Mini-Mart, HH Ski Association, etc.
- Carnival Bucks Participants & Donations: On the Rim, Freddy's Deli, Sportsman's Inn, Tanglefoot Bar & Grill, Arena Concession, Shop Easy, Pro Hardware, HH Museum, Northern Hi-lites, Pearkes Center, Jan's Art Gallery, C-4 Bookkeeping Services, Thrift Store, Hudson's Hope Fas Gas, Enchanting Esthetics, Alie Haagsman, Reflections, etc.
- Donated Prizes: Powder King, Suzette Humborstad, Visual Poetry Photography, Pharmasave, Hudson's Hope Arena, HH Honey, Williston Lake Resort, Lynx Creek RV, Northern Knitting Design (Marie Goldie), P&L Ventures, Core Wellness Solutions, Debbie Stebbe's Pottery, etc.
- Ordering & Getting Supplies

Christmas Parade and Tree Light up

- Proposed date: December end of first week in Dec
- Obtain license for road crossing form Department of Highways
- Advertisement – Bulletin, website, School Newsletter, Playschool & Strong Start Newsletters, Posters, PRIS PSA
- Contact Public Works to confirm lights on at park, snow removal, ice clearing, barriers, fire barrel, wood, grate cover
- Request that the site remain lit until after the Winter Carnival

- Arrange for on route safety watch with the RCMP and HHFD
- Arrange for sound system with the HHFD and/or BPF
- Design the route with RCMP and participants to accommodate floats
- Confirm the route and procedures with all participants
- Designate a parade leader: DOHH did this last year
- Purchase treats from Freddy's Deli
- Review supplies, purchase supplies if necessary
- Request funding from Business Associations for one addition to the decorations at the information centre
- Arrange for two Council members to judge floats
- Purchase plaques for winners from Al Edgar
- Arrange to have a "gift" for winners available onsite
- Hire or find a volunteer Santa
- Hire or find volunteer elves
- Request to Drama Club for elves costumes
- Request for use of urns from HH Women's Club
- Set up outside tables
- Make sure outlets are on, and have extension cords
- Arrange for community choir to sing
- Photocopy and provide sing a long sheets
- Move supplies to the VIC
- Make coffee/hot chocolate
- Clean up
- Return items

Visitor Information Center Decorating

- Work on Santa's Workshop to look like a "gingerbread house"
- Request volunteer assistance
- Arrange to have decorations delivered by Public Works
- Check decorations
- Replace any broken or dated decorations or trees, etc.
- Put up background covering
- Check light replacement
- Check periodically throughout the event for fire hazards
- Purchase and/or order supplies
- Arrange for clearing around shovel around VIC for easy access for seniors
-