



REQUEST FOR PROPOSAL

NWRFP-19-24

Rental and Staging of Audio-Visual Equipment

The City is seeking submissions from qualified Proponents for **Rental and Staging of Audio-Visual Equipment** in New Westminster.

Closing Time:

Thursday, October 17, 2019
3:00 PM, Local Time, Vancouver BC

Closing Location:

Main Information Desk
City of New Westminster City Hall
511 Royal Avenue,
New Westminster, BC, V3L 1H9

Further requests for information :

Gilbert Matembe, SCMP
Intermediate Buyer

Email: nwpurchasing@newwestcity.ca

CORPORATION OF THE CITY OF NEW WESTMINSTER

TABLE OF CONTENTS

PART 1 RFP PROCESS & GENERAL REQUIREMENTS 3

1.0 Definitions 3

2.0 Introduction 4

3.0 No City Obligations To Proponents..... 4

4.0 City Discretion 4

5.0 Proposal Instructions 4

6.0 Contract Requirements..... 5

7.0 General Conditions 5

8.0 Living Wage Employer 6

9.0 Evaluation Criteria And Process 6

10.0 Negotiations 7

PART 2 BUSINESS REQUIREMENTS 8

1.0 City Overview 9

2.0 Business/Technical Requirements & Scope of Work 9

3.0 Proponent Qualifications 9

4.0 Schedule 9

PART 3 PROPOSAL FORMAT AND CONTENT REQUIREMENTS 11

1.0 Proposal Cover Page 12

2.0 Request For Proposal Documents 13

3.0 Proposal Format 13

APPENDIX A – PROPOSAL SUBMISSION REQUIREMENTS 14

APPENDIX B – DECLARATION, LIVING WAGE EMPLOYER 17

APPENDIX C – REFERENCES 19

APPENDIX D – ABSENCE OF CONFLICT OF INTEREST 21

APPENDIX E – PRIVACY IMPACT ASSESSMENT 23

APPENDIX F – PRICING SCHEDULE 25

CORPORATION OF THE CITY OF NEW WESTMINSTER**PART 1****RFP PROCESS & GENERAL REQUIREMENTS****1.0 DEFINITIONS**

- 1.1** **“Business Requirements”** means the detailed specifications, requirements and Services set out in Part 2 of this RFP.
- 1.2** **“City”, “Owner”** means the Corporation of the City of New Westminster.
- 1.3** **“Contract”** means a written contract for the Services that may entered into by the City and a Proponent.
- 1.4** **“Proponent”** means a person who submits a Proposal to the City in response to this Request for Proposal.
- 1.5** **“Proposal”** means a proposal submitted to the City in response to this RFP.
- 1.6** **“Provide” “Supply”** shall mean provide and pay for, and supply and pay for.
- 1.7** **“Request for Proposal” “RFP”** means this Request for Proposal, including all Schedules to this Request for Proposal, and any changes the City may from time to time make to this Request for Proposal.
- 1.8** **“Services”** means the provision by the successful Proponent of all services, duties, and expectations as described in this RFP, including in the Business Requirements.

CORPORATION OF THE CITY OF NEW WESTMINSTER

2.0 INTRODUCTION

The City is looking for an experienced audio-visual company capable of providing rental of equipment and full service staging solutions for meetings, functions, media events, and/or conferences at the Anvil Centre in New Westminster. The rental and staging services are on an as, if, and when required basis. The rental and staging services are on an as, if, and when required basis. Review PART – BUSINESS REQUIREMENTS for details

3.0 NO CITY OBLIGATIONS TO PROPONENTS

3.1 This RFP is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City. For clarity, the City shall have no obligations whatsoever to any Proponent until and unless the City and a Proponent enter into a formal, written contract for the Proponent to provide the Services.

4.0 CITY DISCRETION

4.1 For clarity, and without in any way limiting the City's rights, prospective proponents should be aware that the City may, at its discretion:

- a) cancel this RFP at any time;
- b) select a Proposal that deviates from the requirements of this RFP;
- c) select a Proposal that is not the lowest cost Proposal;
- d) select a Proposal with a view to engaging the Proponent to provide only some of the Services;
- e) modify this RFP at any time;
- f) reject a Proposal for any reason, including where in the City's estimation the personnel and/or resources of the Proponent are deemed insufficient or if the City determines that a Proposal is incomplete or does not comply with a requirement under this RFP;
- g) not select any Proposals;
- h) split the provision of the Services requirements between two or more Proponents;
- i) shortlist one or more Proponents to formally present their Proposal to the City's Evaluation Committee;
- j) negotiate with one or more Proponents, including with respect to the form of Contract ; and
- k) consider and select a late Proposal.

5.0 PROPOSAL INSTRUCTIONS

5.1 One (1) electronic and three (3) hard copies (one to be unbound, electronic copy to be single PDF) of the Proposal, should be submitted and clearly marked on the outside envelope or box as follows:

NWRFP-19-24

Rental and Staging of Audio-Visual Equipment

Attention: Purchasing Manager

5.2 The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

5.3 It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile, electronic mail, or other unsealed Proposals.

CORPORATION OF THE CITY OF NEW WESTMINSTER

5.4 Requests for clarification or further information should be made in writing only to the individual from the City identified on the first page of this RFP. The City may respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time indicated on the title page of this RFP. The City may record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

6.0 CONTRACT REQUIREMENTS

6.1 The City expects that the term of any Agreement negotiated between the City and a Proponent will be for an initial term of three (3) years with an additional two (2) one (1) year renewal terms at the sole discretion of the City.

6.2 The City reserves the right to use the preferred proponent for events hosted by any department within the City

7.0 GENERAL CONDITIONS

7.1 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City, and will not be returned.

7.2 PROPOSAL CONFIDENTIALITY & FREEDOM OF INFORMATION

Proponents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) (“Act”). A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City’s disclosure responsibilities under the Act.

7.3 CONFIDENTIALITY OF CITY INFORMATION

All information provided by the City to a Proponent in connection with this RFP is provided on a confidential basis, and Proponents will not disclose any such information to any person (other than the Proponent’s legal advisers or consultants) without the City’s prior written consent, nor may any Proponent publicize or advertise its involvement with this RFP process without the prior written consent of the City.

7.4 PROPONENT’S EXPENSES

For clarity, Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.

7.5 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, officers or employees directly or indirectly regarding this RFP, except as indicated in this RFP.

7.6 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may reject a Proposal if the City considers that selection of the Proponent to enter into a Contract would give rise to a conflict of

CORPORATION OF THE CITY OF NEW WESTMINSTER

interest. The Contract may include a clause providing that a failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Proponent may have with the City or any of its elected or appointed officials or employees shall be grounds for immediate termination of the Contract, in the City's sole discretion, without compensation from the City.

7.7 INSURANCE

The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:

- a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;
- b) Professional Liability Insurance of one million dollars (\$1,000,000)

7.8 PERMITS AND LICENSES

The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

7.9 GOVERNING LAW / JURISDICTION

This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia which shall be deemed to be the proper law hereof and in so doing the Courts of British Columbia shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected to this RFP.

8.0 LIVING WAGE EMPLOYER

8.1 Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.

8.2 In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility
http://www.livingwageforfamilies.ca/living_wage_calculator

8.3 The City includes in all its competitive bid documents a Declaration referencing the City's expectations with regards to compliance of the Policy (attached as Appendix B). **Completion and submission of the Declaration is required prior to Contract award.**

8.4 In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's [Living Wage Page](#) for further information.

9.0 EVALUATION CRITERIA AND PROCESS

9.1 The City intends to evaluate Proposals in order to identify a Proposal that, in the City's opinion offers the best value to the City.

9.2 The City intends to evaluate Proposals based on the following criteria and weighting:

CORPORATION OF THE CITY OF NEW WESTMINSTER

Evaluation Criteria	Weighting
Company Profile & Experience	15
Team Experience & Expertise	25
Business Process and Approach	20
Value Add (Competitive Advantage)	15
Pricing / Fees / Rates	25
Total	100

- 9.3** In evaluating a Proposal, the City may review and investigate the Proponent's ability to comply with Living Wage Employer requirements of this RFP and Protection of Privacy Assessment and the City may choose not to select a Proponent if the City is not satisfied, in its sole discretion, that the Proponent can meet these requirements.
- 9.4** In evaluating a Proposal, the City may contact references and may choose not to select a Proponent where the references are not satisfactory to the City in its sole discretion.
- 9.5** In evaluating a Proposal, the City may request financial information regarding a Proponent and may choose not to select a Proponent where the City is not satisfied, in its sole discretion, that the Proponent is in a financial position to perform the Services.
- 9.6** There shall be no obligation on the part of the City to receive further information, whether written or oral, from any Proponent or to disclose the nature of any Proposal received.
- 9.7** The City may invite one or more Proponents for an interview or to provide clarifications of their Proposal(s) and the City may consider the results of such Proponent interview(s) or clarifications in evaluating Proposals.
- 9.8** The City at its discretion, may invite some or all Proponents to provide a product demonstration and the City may consider the product demonstration in evaluating Proposals.
- 9.9** In evaluating a Proposal, the City may consider qualifications and experience of the Proponent and past performance of the Proponent in providing similar services.
- 10.0** **NEGOTIATIONS**
- 10.1** The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:
- a) Changes to the requirements or Scope of Work proposed by the Proponent
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the City
- 10.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



Corporation of the City of
NEW WESTMINSTER

NWRFP-19-24

PART 2

BUSINESS REQUIREMENTS

1.0 CORPORATION OF THE CITY OF NEW WESTMINSTER OVERVIEW

- 1.1** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.2** The City, apart from the standard service and facility offerings of a typical municipality, also operates its own Electrical Utility, Fibre Optics network and police force.

2.0 BUSINESS/TECHNICAL REQUIREMENTS & SCOPE OF WORK

- 2.1** The successful Proponent will provide full service audio-visual services including, but not limited to, full staging management services, including technical and production support, state-of-the art equipment rental and experienced technical operations.
- 2.2** The successful Proponent will provide the rental audio-visual equipment on an as, if, and when required basis for events of all sizes from small corporate meetings to large conferences and gatherings.
- 2.3** The services may include providing equipment and technical services to more than one event during the same period. The services may also include providing equipment and technical services within prescribed periods.
- 2.4** The successful Proponent shall maintain an inventory of up-to-date AV staging equipment, including, but not limited to, lighting fixtures and controllers, PA systems, projection screens, video cameras, switchers, projectors and flat panel displays.
- 2.5** The successful Proponent shall have and maintain access to a team of fully trained technicians, and have a proven record of providing excellent customer service. Duties required include but are not limited to, install, set-up/tear-down, operate, and removal of the equipment.
- 2.6** The City expects the successful Proponent to work with Anvil Centre staff and contractors, venue event managers, and Anvil Centre clients. You should have a proven record of staging and AV production for events of all sizes.
- 2.7** The City may request the successful Proponent to attend client meetings to discuss and/or familiarize themselves with the client's audio-visual requirements.
- 2.8** The City may be interested in other value-added services or functions relevant to the scope of services described in this RFP. These value added services would be in addition to what is required, but would complement the services the proponents provide.

3.0 PROPONENT QUALIFICATIONS

- 3.1** The preferred proponent will have 10+ years experience providing similar services as described in the RFP including but not limited to;
- a) Events experience
 - b) Audio-Visual conference experience

4.0 SCHEDULE

- 4.1** The anticipated timeline for the RFP is currently as follows; however the City reserves the right to modify the actual timing and sequence of events:

Activity	Anticipated Timing
RFP Closes	October 17, 2019
Proponent Selected	October 2019
Contract Signed	November 2019



Corporation of the City of
NEW WESTMINSTER

NWRFP-19-24

PART 3

PROPOSAL FORMAT AND CONTENT REQUIREMENTS

1.0 PROPOSAL COVER PAGE

Proposals are to include the following Cover Page, completed by the Proponent:

NWRFP-19-24

Rental and Staging of Audio-Visual Equipment

Closing Time:

Thursday, October 17, 2019
3:00 PM, Local Time, Vancouver BC

Closing Location:

Main Information Desk
City of New Westminster
511 Royal Avenue,
New Westminster, BC, V3L 1H9

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal, we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

2.0 REQUEST FOR PROPOSAL DOCUMENTS

2.1 The RFP Documents include the following documents attached to this Form of Proposal

<u>Appendix Title</u>	<u>Appendix Number</u>
RFP Submission Requirements	Appendix A
Declaration – Living Wage Employer	Appendix B
References	Appendix C
Absence of Conflict of Interest	Appendix D
Protection of Privacy Assessment	Appendix E
Price Schedule	Appendix F

3.0 PROPOSAL FORMAT

3.1 All Proposals should include the following information and in the same sequence of topics and numbered accordingly.

3.2 Sequence of topics:

- 1) Proponent Information - signed
- 2) Appendix A – RFP Submission Requirements – provide all requested information
- 3) Appendix B – Declaration – Living Wage Employer - signed
- 4) Appendix C – References
- 5) Appendix D – Absence of Conflict of Interest
- 6) Appendix E – Privacy Impact Assessment
- 7) Appendix F – Price Schedule

3.3 Please provide a Table of Contents.

3.4 Proposals should not exceed twenty (20) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point.



Corporation of the City of
NEW WESTMINSTER

NWRFP-19-24

APPENDIX A

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Submission Requirements

- Proponents should provide the information required under each heading clearly and concisely.
- Note any page number restrictions for each question, where applicable.
- Any attachments required to supplement your response should be clearly cross-referenced and included in your Proposal package.
- Do not respond to any questions in this RFP by referencing another question or information that has been submitted to the City outside of this RFP.

1.0	Company Profile & Experience
1.1	Please provide name, address, telephone and web site of your firm;
1.2	A brief overview of your firm, including size, years in service, and other relevant information.
1.3	<p>The Proponent should submit a list of sub-contractors, for approval by the City. The City reserves the right to withhold approval of such sub-contractors. The proponent is responsible for supervising and coordinating all projects and/or services that they may delegate to the sub-contractors and for maintaining compliance with the contract under the terms and conditions specified.</p> <ul style="list-style-type: none"> • Indicate quality control measures and contract resolution processes you have in place for sub-contractors.
1.4	Provide a list of your current customers for whom you provide any or all of the services similar to those described in this RFP, and include a description of the relevant services you provide.
1.5	Describe your ideal working relationship with the Anvil Centre as it relates to the actions or steps that you will have in place to ensure deliverables are met and communications are maintained in the event of an award.
1.6	Provide an example of when an issue arose during an event production and how you resolved it.

2.0	Team Experience and Expertise
2.1	<p>The City prefers a key contact (“Account Manager”) to manage The Anvil Centre’s account, and be responsible to co-ordinate all activities described in this RFP;</p> <ul style="list-style-type: none"> • Provide a one (1) page biography of the account manager dedicated to the City’s Anvil Centre including details of their relevant experience, education, and expertise
2.2	<p>Provide a one (1) page biography of your key employees who will be working with Anvil Centre including details of their relevant experience, education, and expertise in</p> <ul style="list-style-type: none"> • Technical support

	<ul style="list-style-type: none"> • Show direction and design • Project Management • Video recording and production • Webcasting and social media
2.3	

3.0	Business Processes and Approach
------------	--

3.1	<p>AUDIO VISUAL STAGING</p> <ul style="list-style-type: none"> • Describe in detail your staging and production process from initial customer contact to event conclusion, including, but not limited to: client consultation, system needs assessment, site inspection, job estimate, floor plans and 3-D renderings, load-in, installation and operation of equipment.
------------	--

3.2	<p>EQUIPMENT Describe your in-house inventory of equipment, including, but not limited to:</p> <ul style="list-style-type: none"> • Audio systems lighting fixtures and controllers projection systems and screens cameras, video production and/or content delivery webcasting, media feed. Indicate if this equipment is owned, leased, or cross-rented. • Provide information on your future plans to upgrade or acquire new equipment. • Describe your maintenance and equipment replacement schedule.
------------	--

4.0	Value Add
------------	------------------

4.1	<p>Describe any unique contributions your organization can deliver to the City. You may wish to discuss one or more of the following:</p> <ul style="list-style-type: none"> • Your proposed value-add not captured elsewhere in the response. • Proposed additional functionality to meet the City’s business requirements. • Other considerations that are not covered in the RFP.
------------	---

5.0	Pricing
------------	----------------

5.1	Proponents must enter Pricing on Appendix F – Pricing Schedule. A completed Appendix F must be submitted with the proposal. Pricing shall be in Canadian Dollars.
------------	---



Corporation of the City of
NEW WESTMINSTER

NWRFP-19-24

APPENDIX B

DECLARATION – LIVING WAGE EMPLOYER



DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the "Living Wage" as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors' employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:



Corporation of the City of
NEW WESTMINSTER

NWRFP-19-24

APPENDIX C

REFERENCES

REFERENCES

Please provide three (3) references for companies in British Columbia for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

- 1.1** The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City may not enter into any contract with any Proponent whose reference, in the City's sole opinion, are found to be unsatisfactory.
- 1.2** Description of services provided can be expanded but limited to one (1) page per Reference.



Corporation of the City of
NEW WESTMINSTER

NWRFP-19-24

APPENDIX D

ABSENCE OF CONFLICT OF INTEREST

Absence of Conflict of Interest

The City reserves the right to reject Proposals from Proponents, who in the opinion of the City, are in conflict of interest, in relation to the Services described in the RFP. The determination of a conflict will be in the sole discretion of the City.

1. State if there is a conflict, or potential conflict of interest, that may exist with provisions of the Services to the City.	Yes No
2. If you have answered “Yes” to Question 1 noted above , please provide a description of the nature of the conflict of interest below:	



Corporation of the City of
NEW WESTMINSTER

NWRFP-19-24

APPENDIX E

PRIVACY IMPACT ASSESSMENT

Privacy Impact Assessment

The City and any Proponent is required to comply with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. This ensures that personal information is stored and only accessed in Canada except in limited circumstances. As a condition of contract award, the Proponent must provide evidence of their compliance.

1. Where is the data stored, include the backup and/or business continuity or disaster recovery sites?
2. Will the data be accessed outside of the country at any time without the City's authorization? This includes maintenance on the systems from a third party.
3. Describe your processes for managing personal information; include any industry certifications, such as ISO or others that you have in place.
4. What physical security measures do you have in place?
5. Describe how you track and manage who has access to personal information.
6. What process do you have in place should a privacy breach occur?



Corporation of the City of
NEW WESTMINSTER

NWRFP-19-24

APPENDIX F

PRICING SCHEDULE

PRICING SCHEDULE

In compliance with the above RFP, if this Proposal is accepted, the undersigned offers and agrees to rent or supply to The City of New Westminster any, all of the items upon which prices are stated at the price set opposite each item, delivered at the designated point within the time required. The Proponent understands the items are requested on an as, if, and when requested basis.

Audio Visual Equipment Rental Fees		
EQUIPMENT LIST	PRICE PER	
	Pre-book	Day of
Data Projector		
LCD data/video projector (16:9) WXGA 4000 lumens		
LCD data/video projector (16:9) WXGA, 8000 lumen		
Video		
40" LED Display - Includes Speakers		
52" LED Display - Includes Speakers		
60" LCD Display - Includes Speakers		
24" LCD Display (no audio speakers)		
Dual Post Floor Stand 72" for AV Display Monitors		
Shelf for Dual Post Floor Stand		
Video Switcher		
Projection Screen		
Tripod Screens- (50" x 80") - (70" x 70") – (80 "x 80")		
Fast Fold Presentation Screens (6x9) (10x7) (16x9)		
Microphones		
Wireless: Lapel		
Wireless: Handheld		
Wired: Handheld, Floor or Table Stand		
Gooseneck microphones, wire/podium		
Audio Equipment * Most rooms include complimentary built in PA systems, a mixer is required for more than one audio source		
Audio DI Box (for laptop audio)		
Audio Mixer: 4 Channel		
Audio Mixer: 8-12 channel		
PA System (portable)		
Presentations Aids		
AV Cart (includes 2 power plug-ins)		
Easel		
Wireless Remote /laser pointer		
Video Conferencing		
Basic video conference package (please call for quote)		

Labour Rates	Rate per hour
Set-up / Take down of equipment	
On-site technical staff person	
Pre-event client meetings	
Other Items (optional)	Rate
Trucking costs	