

City of Coquitlam

Request for Proposals

RFP No. 25-112

Audio Visual Supply and Support
Services

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1. KEY DATES

RFP Issue Date	Tuesday, December 9, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Friday, January 9, 2026
Submission Deadline	2:00 PM (local time) Tuesday, January 13, 2026

Please Note: The Procurement Department at City Hall will be closed at 12:00 PM on Wednesday, December 24, 2025 and reopen at 08:00 AM on Friday, January 02, 2026. Inquiries will not be reviewed until January 02, 2026. City Service Operations will remain in full service.

2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- e) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services

3. DEFINITIONS

“Agreement” “Contract” means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services.

“Project Manager” means the City staff member appointed to coordinate the Work.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

4. INSTRUCTIONS TO PROPONENTS

4.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmínə́h (HUN-kuh-MEE-num) word kʷikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Audio Visual Supply and Support Services**. Refer to **Section 5, Scope of Services** for further details.

4.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

4.4. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of the Services.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

4.5. Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

4.6. Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal

Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

- I. Non-conforming
 - Are not submitted in Microsoft Word format.
 - Rely solely on references such as "see section X in the attached document" without providing summaries.
- II. Authenticity and AI Generated Content
 - The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
 - Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	25
Sustainable Benefits and Social Responsibility	10
Technical	40
Financial	25
Total	100

d) The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-contractors
- Key Personnel on project team, qualifications and experience
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Ability to comply with the stated specifications and requirements
- Schedule

Financial

- Price

e) Proposal Comparison

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

g) Additional Evaluation Considerations

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission Form may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

i) Disclosure of Information

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

5. SCOPE OF SERVICES

5.1. Scope of Work

The City is seeking a qualified AV Contractor to provide all equipment, labour, and technical services required to support large-scale outdoor public viewing events at Town Centre Park's Percy Perry Stadium, during the 2026 international football tournament period. The Contractor will be responsible for delivering a complete, safe, and reliable AV solution for the Main Viewing Area, Secondary/Kids Viewing Area, and the Spectator Fan Zone.

Main Viewing Area

- Covered, built in bleachers
- 1,800 pax viewing capacity
- Screen placement to be ground supported, centered, under a City provided framed tenting structure
- Centered stage for daily entertainment acts (local bands, soccer themed entertainment acts)

Secondary/Kids Viewing Area

- Uncovered bleachers
- 300 pax viewing capacity
- Screen placement to be ground supported, centered

Spectator Fan Zone

Open-access area designed for event attendees to gather, socialize, and enjoy a variety of experiences:

- Food trucks
- Seated, covered, food and beverage zone
- Daily live DJ/music entertainment zone
- Community Activations (estimated five to seven different activations)
- Onsite games/family friendly activities

The Work includes, but is not limited to, the following:

a) AV System Supply & Delivery

The Contractor will provide a complete AV package suitable for outdoor, high-attendance environments. All equipment must be professional-grade, weather-

appropriate, and capable of delivering high-quality sound and video to large open-air audiences.

I. General supply expectations

- Outdoor-rated speaker systems with appropriate subwoofers
- Mixing/processing equipment for live audio and playback
- Microphone packages (wired and/or wireless) for announcements
- LED video wall or equivalent large-format outdoor display system
- Playback and switching systems capable of handling broadcast feeds
- All required power distribution, cabling, and accessories
- Redundancy for critical components (signal, playback, power where feasible)
- Weather protection for all components used outdoors

The Contractor may propose any equipment lineup that meets or exceeds the functional requirements above. The City will evaluate solutions on capability, clarity, reliability, and suitability for outdoor use.

b) Video System Requirements

The Contractor will provide a complete video system for the Main Viewing Area, Secondary Viewing Area and Spectator Fan Zone. This includes:

II. Main Viewing Area

- Large outdoor display suitable for public viewing in daylight and evening conditions
- All necessary processing, scaling, switching, and monitoring systems
- Playback systems capable of handling broadcast, pre-recorded content, and presentations
- Hardware and software required to manage multiple inputs
- Power distribution suitable for the full video system
- Structures/truss/support systems engineered for outdoor environments

III. Secondary (Kids) Viewing Area:

- Appropriately scaled LED display or equivalent outdoor-safe video solution
- Signal distribution from main system to secondary system
- Independent power distribution and basic playback redundancy

IV. Spectator Fan Zone:

- Appropriately scaled LED display or equivalent outdoor-safe video solution within covered food and beverage seated zone (50 – 75 Pax)
- Independent power distribution and basic playback redundancy

c) Audio System Requirements

V. Main Viewing Area:

- Outdoor-rated full-range speaker arrays with coverage suitable for large audiences
- Subwoofers for full-frequency reinforcement
- Digital mixing console and control package
- Microphones for announcements, performers, and guest speakers
- Wireless microphone systems with proper frequency coordination
- All required stands, signal distribution, and cable runs
- Playback device(s) for music, hosting, and pre-event programming

VI. Secondary (Kids) Viewing Area:

- Compact outdoor-rated audio system coordinated with the secondary screen
- Sufficient output for family-zone audience sizes

VII. Spectator Fan Zone:

- Compact outdoor-rated audio system coordinated with the screen in covered food and beverage seated zone
- Sufficient output for audience sizes

d) Staging & Structural Support

The Contractor to include staging or support elements as part of their solution. This may include but not limited to:

- Portable stage platform(s)
- Stage legs, railings, stairs
- Truss structures for LED displays or audio rigging
- Sandbags/ballast and safety anchoring
- Skirting and finishes appropriate for a public event
- All structures must meet engineering and safety requirements.

e) Power Distribution

The Contractor to:

- Supply all power cables, distribution systems, and adapters required for safe operation
- Spectator Fan Zone: Power distribution for up to five community booth activations/fan zone planned activations
Power distribution for daily DJ/entertainment zone
- Coordinate with the City on site power availability
- Coordinate with the City on internet access and streaming requirements for the live broadcast of the games
Ensure all AV components are properly protected and grounded
- Provide cable mats or cable protection across pedestrian areas

f) Labour, Technical Services & On-Site Support

The City expects the Contractor to deliver a turnkey solution, including full supervision of all AV-related activities.

I. The Contractor will provide all personnel required for:

- Load-in, setup, testing, and calibration
- Live event operation (audio techs, LED techs, operator(s) as needed)
- Monitoring for the duration of each event
- Immediate troubleshooting of any technical issues
- Take down and removal after the events

II. Minimum staffing expectations include:

- Lead audio technician
- Lead video/LED technician
- General AV technicians and labour as required
- Project manager overseeing setup and strike

g) Schedule & Event Timing

The Contractor must meet the event schedule, which includes the following dates below.

Important to note: Contractor to include flexibility to accommodate additional dates, should Canada advancement beyond the group stage occur. Event times and exact scheduling have not been confirmed by the sport federation at the time of this RFP.

Group Stage (Three games)

Match #1

- June 11 – Load In
- June 12 – Event Day + Load Out

Match #2

- June 17 – Load In
- June 18 – Event Day + Load Out

Match #3

- June 23 – Load In
- June 24 – Event Day + Load Out

Semifinals (Two games)

- July 13 – Load In
- July 14 – Event Day
- July 15 – Event Day + Load Out

Finals (Two games)

- July 17 – Load In
- July 18 – Event Day (Bronze)

- July 19 – Event Day (Gold) + Load Out
- Pre-event coordination
- A setup window (date/time to be confirmed for each viewing event)
- Live support for the full duration of the viewing
- Take down and removal following each event

h) Deliverables

Proponents to provide:

- A complete AV system proposal meeting the functional requirements
- Equipment overview (generic descriptions only; brand/model optional but not required)
- Staffing plan and event-day technician team
- Schedule including setup, live support, and take down and removal
- Power and site layout needs
- Risk management and safety plan
- Pricing for full service delivery

5.2. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

5.3. Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

The Contractor shall promptly report to the City any safety incidents as they occur.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-112

Audio Visual Supply and Support Services

Proposals will be received as per the date and time specified in the [Key Dates Section](#) of the RFP.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files and "Send Files"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

3.

DEPARTURES

a) CONTRACT - I/We have reviewed the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

4. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:
ii.	Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 2	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:
Reference No. 3	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	

Contact Information	Name:
	Phone Number:
	Email Address:
Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

e) HEALTH AND SAFETY	
I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

I. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City:
II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
III. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
IV. What policies does your organization have to support reconciliation with indigenous peoples:

6. TECHNICAL

a) APPROACH and METHODOLOGY - Summarize the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.

I. Delivery, Set-Up and Execution - Proposals should outline the plan for the delivery, set up, and execution of the Work.

II. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

III. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

IV. Safety - Proponent is to state how they will address safety on the Work site.

V. Schedule - ability to meet schedules stated.

7. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Main Viewing Area – inclusive AV system (equipment, labour, delivery, set up, operations, takedown)	Lump sum	\$
ii.	Secondary / Kids Viewing Area – inclusive AV system	Lump sum	\$
iii.	Spectator Fan Zone – inclusive AV system	Lump sum	\$
iv.	Staging / Structural Support (if included)	Lump sum	\$
v.	Power distribution (if included)	Lump sum	\$
vi.	Additional event days (unit rate per day, all inclusive)	Per day	\$
vii.	Hourly rate for AV Technician (specify role)	Hourly	\$
viii.	Hourly rate for Project Manager	Hourly	
ix.	Optional / value-added items (specify)	Each	

Attention Purchasing Manager:

8. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
9. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City's Contract as defined within this RFP document.
10. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Legal Name of Company	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.