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2018 Audio Visual Request for Quote

Issued Date: December 2017

Due Date: 9am CST on January 15, 2018

Email: Nikki@downtownwinnipegbiz.com

Intent of Service:

The following Request for Quotes (RFQ) is being issued by the Downtown Winnipeg BIZ to find organizations interested in providing the audio-visual requirements for variety of Downtown Winnipeg BIZ signature events in 2018.

The object of this proposal is to select the most qualified contractor to provide audio-visual services that meet Downtown Winnipeg BIZ standards and requirements. The chosen party will work closely with the Acting Events Coordinator to ensure specific requirements are met for each event.

Background:

Throughout the year the Downtown Winnipeg BIZ hosts a variety of signature events in the downtown area. The events include; Downtown Summer Concert Series, Earth Day, Downtown Cinema events, Downtown Winnipeg BIZ Night Markets, Downtown Winnipeg BIZ Annual General Meeting, and Downtown Winnipeg BIZ press conferences.

Eligibility:

Any interested party, or parties, may submit a response to this RFQ.

*All audio-visual requirements are based of services provided in 2017

Signature Events:

Downtown Winnipeg Concert Series (37 shows):

Locations: CityPlace Terrace, Portage Place Mall, Air Canada Park, Edmonton Street

Dates: Tuesdays, Wednesdays, Thursdays, and the last Friday of June, July, and August

Set up Time: 10:30 am

Event Time: 12:00 pm-12:45 pm

Tear Down: 1:00 pm

Event requirements:

All audio-visual requirements are based of services provided in 2017

Audio package including all required cables, hardware, and the following:

- 2 Turbo Sound IQ – 18 Active sub-woofer 3000 watts per
- 2 Turbo Sound IQ-15 2000 watts mains
- 4 Turbo Sound IQ 2000 watts per
- 1 Digital Console
- 1 Mic Kit with 1 wireless handheld, 4 vocal mics, 4 drum mics, 2 inst, 4 di's
- 1 complete cable and mic stand kit
- Truck/transportation
- 1 technician for service work

Specific requirements for each performer will be sent to the chosen contractor the week before the event is set to take place.

Downtown Cinema Series:

Location, Date, and Time: TBD

Event Requirements:

- One projector screen with front and rear mats
- Velour dress kit
- Projector
- 2 RCF full range speakers
- 1 mixer interface
- 1 laptop

Downtown Winnipeg BIZ Night Markets (3 dates):

Location, Date, and Time: TBD

Audio Package including all required cables, hardware, and the following:

- 2 Turbo Sound IQ – 18 Active sub-woofer 3000 watts per
- 2 Turbo Sound IQ-15 2000 watts mains
- 4 Turbo Sound IQ 2000 watts per
- 1 Digital Console
- 1 Mic Kit with 1 wireless handheld, 4 vocal mics, 4 drum mics, 2 inst, 4 di's
- 1 complete cable and mic stand kit
- Truck/transportation
- 1 technician for service work

Mayoral Forum:

Location, Date, and Time: TBD

Video package including all required cables, hardware, and the following:

- 1 Screen
- 1 projector
- 1 deluxe dress kit
- 1 Analogue Way switcher
- 1 AV cart
- 1 laptop

Audio package including all required cables, hardware, and the following:

- 1 QSC touch mix
- 4 speakers
- 1 podium mic
- 1 wireless headset mic or handheld
- Technician for service work
- Audio Lighting Technician with Transportation

Downtown Winnipeg BIZ Annual General Meeting:

Location, Date, and Time: TBD

Video package including all required cables, hardware, and the following:

- 1 projector
- 1 screen
- 1 deluxe dress kit
- 1 Analogue Way switcher
- 1 AV cart
- 1 laptop

Audio package including all required cables, hardware, and the following:

- 1 QSC touch mix
- 4 speakers
- 1 podium mic
- 1 wireless headset mic or handheld
- Technician for service work
- Audio Lighting Technician with transportation

Downtown Winnipeg BIZ Press Conferences:

Locations, Dates, and Times: TBD

- 1 mic and mic stand
- Plug in for media
- 2 speakers
- Set up, tear down, on site technician
- Music to play before presentation begins

Information required with proposal:

- Quote for services to be written in plain language and to include delivery, set-up, labour, equipment, before/after taxes, etc. 2.
- Description of equipment used and how it will add to the look of the event
- Set-up requirements and timelines
- Contact information for main representative
- Multiple Event Discount
- Copy of Provider's terms and conditions of contract

Timelines:

January 15, 2018:	Proposal intake
February 16, 2018:	Project assigned
Throughout 2018:	A/V provided to the Downtown Winnipeg BIZ

Proposal Submission:

Please forward your quote via email to Nikki Kerslake, Acting Events Coordinator at the Downtown Winnipeg BIZ via email (preferred): Nikki@downtownwinnipegbiz.com or drop off to:

Downtown Winnipeg BIZ
Attn: Nikki Kerslake
426 Portage Avenue
Winnipeg, Manitoba R3C 0C9

Proposals must be received by Monday, January 15, 2018 at 9am CST.

The Downtown Winnipeg BIZ reserves the right to withdraw, at its discretion and at any time, this Request for Quotes.

Late submissions will not be accepted. The Downtown Winnipeg BIZ assumes no responsibility for late proposals.

If you have any questions, please contact Nikki Kerslake at Nikki@downtownwinnipegbiz.com or 204-958-4636.