



2023 SaskTel Saskatchewan Jazz Festival – Request for Proposals **Production Requirements**

1.0 Overview

The Saskatchewan Jazz Festival (SJF) requires contracted services (CONTRACTOR) for the supply of sound, lighting, and staging for various venues during the 36th edition of the SaskTel Saskatchewan Jazz Festival operating June 30th – July 9th, 2023. The venues include both indoor and outdoor stages in Saskatoon.

The purpose of this document is to outline the requirements of the SJF and solicit proposals from interested contractors.

It is not possible for all technical details of the various performers to be known at this time; therefore, it is expected that any contractor shall take this factor into consideration when submitting the tender. Technical requirements for each venue are based on the maximum amount of required equipment based on previous Festivals and if known, artist requirements.

2.0 Submission requirements

Submissions shall be sent electronically to the attention of the Executive Director Shannon Josdal at Shannon@saskjazz.com

- 2.0.1 Submissions should be delivered to the email address above. The closing date for submissions will be 4:00 p.m. **Friday, December 30, 2022.**

All submissions will remain unopened until the closing date. The tender opening will be private. Successful tender(s) will be notified within fifteen (15) business days after the closing date.

***The submission should include ALL stages and venues unless otherwise discussed with
[Executive Director Shannon Josdal, shannon@saskjazz.com](mailto:shannon@saskjazz.com)***

- 2.0.2 The SJF will accept **single and 5-year proposals** based on the requirements outlined up to a maximum of five (5) years. Tender should outline pricing based on 1 or 5 year proposal. (ie. Price X for 1 year versus Price X for 5 years)
- 2.0.3 The SJF will accept tender equipment lists or packages with substitutions when equipment substitutions are equal or greater value.
- 2.0.4 The SJF reserves the right to add or remove equipment list requirements as needed after awarding the tender and without penalty.
- 2.0.5 The tender must specify if the company has the resources to provide production for all venues. The SJF reserves the right to contract the services of more than one contractor. The tender shall include a package cost if applicable. The

contractor is expected to provide individual costs for each venue listed. These individual costs may be used to award specific venues to specific contractors and may also be used as the basis for cost adjustments if venues are added or deleted from the base package as defined in this document. A complete package cost may include a discount if the SJF awards the entire package to a single supplier.

- 2.0.6 The tender shall include the policy of the contractor with respect to charges for any extra services that may be required. This shall include the additional charges that will be applicable if there is a need to utilize an alternate rain venue for certain performances.
- 2.0.6.1 The tender will be required to advance audio, lighting, and staging with artists and/or their representatives. Contractor will be solution oriented when substitutions are required.
- 2.0.6.2 The SJF reserves that right to accept the bid or bids which are deemed to be most advantageous. The SJF reserves the right to not to accept any tender.
- 2.0.7 The tender shall include and the contractor shall pay all provincial government sales taxes with respect to services provided. The amount of GST/PST should be itemized as a separate cost item and added to any invoices.
- 2.0.8 The contractor shall be registered with Saskatchewan Workers Compensation. A copy of proof of registration from the Saskatchewan Workers Compensation must be included by the tender.
- 2.0.9 The tender shall include proof of insurance. The SJF requires the contractor to maintain a minimum of \$5,000,000 public damage and liability and name the Saskatchewan Jazz Festival, Inc as an additional insured.
- 2.0.10 The SJF shall not be responsible for any theft, loss or damage involving any equipment provided by the contractor. The contractor shall provide any security deemed necessary to protect the contractor's equipment from loss, theft or damage.
- 2.0.11 The tender shall include a list of any subcontractors who will be performing work included with the tender. The SJF shall be notified in writing of any changes to the submitted list of subcontractors. The subcontractor list must be included with the tender. Subcontractors must also have Saskatchewan Workers Compensation Clearance and the appropriate insurance.
- 2.0.12 The tender should include the qualifications and experience of the contractor and if available, any subcontractors. Previous involvement with the SJF should be outlined with the tender.
- 2.0.13 Bids which fail to provide the information requested above may be considered incomplete. Incomplete tenders may be considered invalid.

3.0 Venues

The performance venues with approximate audience size, dates, and expected equipment requirements are listed on the following pages.

3.0.1 Bessborough Gardens – TD Mainstage

Venue: 3,500 capacity, open air, general admission lawn seating.

FOH:

- 1 x 48 channel digital Console (SC48, Profile or equivalent Sound system to provide audio for up to 3,500 people in an outdoor space. (JBL, Meyer, L'Acoustic or equivalent)
- 1 x CD player for playback
- low profile front fill speakers
- 2 x out fill speakers

Monitors:

- 1 x 48 channel digital console (SC48, Profile or equivalent)
- 12 x Bi-amped monitors, 12 x mixes – or as required by artist
- 1 x drum fill (2 x 15" and horn and 18" sub) or suitable substitute
- Amplification and equalization as required

Mics:

- As required by artist

Staging:

- 44 ft wide x 32 ft deep performance stage (maximum size of performance area)
 - Staging must have mechanical engineer certification on all structures
- 2 – 8 ft x 12 ft wings for monitors and guitar world (minimum)
- Scaffold towers to fly roof system and audio cabinets
- Roof system must completely cover staging area so water is shed away from stage and equipment
- Motorized Roofing
- Access ramps, hand rails, chain motors, rigging equipment
- Labour to deliver, set up, maintain and remove equipment

Staging | Risers:

- Riser requirements per show (schedule, set up/tear down, and quantities)
- Must be setup as required prior to artist sound check and have labour to change setup if artists require upon arrival

Staging Barricade

- Crowd Control Blow through barricade (to cover the width of the stage – minimum)

Video :

- Festival will require truss, rated to handle minimum 500lbs, motor/pulley to install two video screens (screens approx. 8' x 10' – screen dimensions may change at later date)
- LED screens will be provided by a local video company (**please contact Executive Director if you would like to quote on video production**)
- Specifications for rigging will be provided by video production company (as required)

Lighting:

- (10) front specials (4 equipped with moving mirrors) on front truss
- (6) Audience Blinders/Molefays
- (24) LED fixtures for backlight
- (18) Hybrid Beam/Wash Moving Heads with Zoom
- (12) Moving Head LED Wash with Zoom
- (16) LED RGB Strobes
- (12) Band Specials - 15 to 30 degree Zoom Source Four Lekos
- (1) Water based Hazer
- (1) Fans for hazer
- (1) Follow spot
- Top light Scrims on front face of scaffold towers
- Top light on roof signage
- LED Bars to light rear scrim

- LED fixtures to illuminate Roof truss
- Lighting control system, console and dimmers
- Labor to set-up and remove lighting - Lighting Designer Programmer/operator

Power:

- 200 Amp power distribution from Bessborough Hotel to stage for audio and lighting
- Feeder cable from hotel to stage – Protective cable mats to cover feeder cable in high traffic areas
 - Cabling connections must be wrapped to protect from elements
- Power distribution supplied to video screens

Safety & Security:

- Festival provides 24hr security from time of load in/load out
- Festival is not responsible for lost, stolen, or damaged equipment
- Tender responsible for all protective cable matting and reflective tape (ie. Stairs/ramps/front and sides of stage)
- Tender responsible for staging/electrical grounding
- Tender responsible for safety equipment / identification for staff/riggers
- Electrician required for hook up to Bessborough Hotel – Production company to arrange

Labour:

- 1 x senior audio technician for FOH mixing or as required by artist
- 1 x senior audio technician for monitor mixing
- 1 x electrician for initial audio and lighting connection to power source
- 1 x staff to advance load in and sound check times with artists / tour managers to be completed and confirmed by contractor with technical director and artistic director, minimum 3 weeks prior to show date (**Important**)
- Loaders as required for load in and load out of each show to be arranged by tender
- Tender to provide Qualified rigging crew/equipment to hang stage and truss banners and video screen install
- Tender to provide stagehands for riser set up / tear down

Misc

- Festival will provide 20' x 20' production tent backstage for storage of backline and cases
- Festival will provide 15' x 15' professional FOH tent

Schedule:

- | | |
|------------------------------------|----------------------------|
| • Sunday, June 25 | Staging and lighting setup |
| • Tuesday, June 27 | Audio setup |
| • Thursday, June 29 | Audio setup complete |
| • Friday June 30-Sunday, July 9 | Festival |
| • Monday, July 10-Tuesday, July 11 | Tear down |

Tentative Show dates:

- Approx. 6 days and 34 shows
 - Ticketed: 6PM doors | 1-2 support acts | Headliner 10-15 shows | 2-3 per day

3.0.2 FreeStage @ Victoria Park

Venue: 5000 capacity, open air, free admission lawn seating and beer gardens seating

FOH:

- 1 x 32 channel digital console – (midas, yamaha, behringer or equivalent)
- Line array/audio stacks and power to provide audio for 3,000 people (JBL, EV, Meyer or equivalent)
- 4 x low profile speakers for audio front fill downstage
- 1 x cd player for playback

Monitors:

- 8 x wedge monitors (6 mixes)
- 1 x digital monitor console – (midas, yamaha, behringer or equivalent)
- Amplification and equalization as required

Mics: As required by artist

Staging:

- 32' x 24' stage deck w/ motorized roof system
- Monitor world incorporated in staging deck
- Roofing to completely cover stage and truss required to cover and fly audio
- Roof/Staging must shed water away from the stage
- Stairs and backline/equipment ramp to access stage
 - Stage and roof must have mechanical engineer certificate

Lighting:

- (4) front specials (2 equipped with moving mirrors) on front truss
- LED fixtures for backlight
- (4) Hybrid Beam with Zoom
- (4) Band Specials - 15 to 30 degree Zoom Source Four Lekos
- (2) Top light on audio towers
- LED fixtures to illuminate Roof truss signage
- Lighting control system, console and dimmers
- Feeder cable – Protective cable mats to cover feeder cable in high traffic areas
- Cabling connections must be wrapped to protect from elements
- Labor to set-up and remove lighting

Labour:

- 1 x senior audio technician for FOH
- 1 x senior audio monitor technician
- Lighting to be operated by FOH technician
- Loaders as required for load in, load out, set changeovers and storage of backline in supplied trailer at end of each day and setup next day

Safety and Security:

- Festival provides 24hr security from time of load in/load out
- Tender responsible for all protective cable matting and reflective tape (ie. Stairs/ramps/front and sides of stage)
- Tender responsible for staging/electrical grounding
- Tender responsible for safety equipment / identification for staff/riggers
- Equipment should be responsibly stored
- Stage to be secured with rigging as necessarily

SC:

- Power distribution to be supplied to stage as well as to various vendors in the park
- Festival will supply 10' x 10' professional tent for FOH audio

- SJF will supply basic backline requirements for this venue and will provide trailer or storage unit for equipment at end of each day.
- Provide list of key personnel that will operate this venue

Schedule:

- Monday, June 26 Audio, Lighting and stage design setup
- Monday, July 10 Take Down

Tentative Show dates:

- Friday, June 30 -Sunday, July 9
- 10 show days and 30 – 40 shows (approx.)
 - Load in | Sound check | 7PM doors | 8PM support | 8:50PM Headliners
 - *weekday evening shows begin at 4PM
 - *weekend afternoon shows begin at 12 noon
- * Maximum of 5 yoga events.

3.0.3 Broadway Theatre

Venue: 436 capacity soft seat theatre

FOH

- 1 x digital audio console (SC48, Profile, Midas or equivalent)
- 1 x cd player for playback
- appropriate low profile, front fill speakers – to cover audio for front row seating evenly

Monitors:

- 1 x digital monitor console
- 8 x wedge bi – amp monitors (8 mixes)
- Amplification and equalization as required

Mics:

- As required by artist

Lighting:

- Venue is outfitted with:
 - 28 – 1k cans (14 coloured smarties)
 - 4 movers overhead, stage
 - 6 – Source 4 Chauvet Colorados specials in lighting cove
- Required:
 - 3 x fixtures to project gobos (slides to be supplied by festival)

Labour:

- 1 x senior audio technician for FOH mixing if required by artist
- 1 x senior audio technician for monitor mixing
- 1 x senior lighting technician
- 1 x staff to advance load in and sound check times with artists / tour managers
- Loaders as required for load in and load out
- Broadway Theatre is a union house. Minimum IATSI requirements and call to be arranged by selected tender

Misc:

- The festival would like to dress up the stage with either drapery that can be lighted, scrollers or alternate lighting source. Please provide as part of tender.
- Festival encourages interesting light/stage design options with tender
- Provide list of key personnel that will operate this venue

Schedule:

- Monday, July 3 Audio, Lighting and stage design setup
- Monday, July 10 Take Down

Tentative Show dates:

- Friday June 30 -Sunday, July 9
- Maximum of 6 show days and 10 shows
 - Load in | Sound check | 7PM doors | 8PM support | 8:50PM Headliners

4.0 Technical Direction

The selected Contractor will act as the festival's Technical Director and should include the following services in their proposal:

- Advance all technical requirements with festival Artists
- Review Artist riders and negotiate requirements with the goal of creating efficiency and maintaining festival budget.
- Attend meetings with festival staff including, but not limited to, site walk throughs.
- Source backline as required
- Liaise with sound technician at The Bassment (SJF uses this venue but does not provide sound technician in this space)

5.0 Evaluation of Proposals

While price is an important factor, we will evaluate proposals on price and the following criteria:

- 5.1.1 Prior experience providing sound and/or lighting to SJF and/or similar events or organizations
- 5.1.2 Qualifications of staff and key personnel to be assigned to the engagement
- 5.1.3 Safety record
- 5.1.4 Up to date insurance policy
- 5.1.5 Understanding of work to be performed
- 5.1.6 References
- 5.1.7 Completeness and timeliness of the proposal

4.0.1 Key Contact

Following is the key contact for information you may seek in preparing your proposal:

Shannon Josdal (she/her)
Executive Director
Saskatchewan Jazz Festival, Inc
Suite #400 - MacMillan Building
135-21st St. E, Saskatoon, SK S7K 0B4
P: 306.653.8350 | w: saskjazz.com

