

**BID APPLICATION
FOR THE YEARS 2024 THRU 2025**



**ONTARIO CHAMPIONSHIPS
A PROPERTY OF ONTARIO VOLLEYBALL ASSOCIATION**

**REVISED JULY
2021**

**BID APPLICATION – General Information
OVA Ontario Championships**

This *Bid Application* has been designed for your response for the Ontario Volleyball Association (OVA) to determine your capability to host and assist with the conduct of the *OVA Ontario Championships*. The questions contained in this document are specific to the information in the Bid Manual. If you have any questions or are unsure of the requirements detailed in the Manual, you may direct your inquiries to the OVA Director of Operation. Contact information is listed below.

It is important you respond to *all of the questions* in the application form. If a question does not apply, place a “N/A” on the appropriate line so we know it is not an oversight. To make a well-informed decision we need as much information pertinent to this Event as you can provide us.

Attachments/Supplemental Information

Important: We request you submit supplemental information as attachments. You may elect to include additional information to enhance your bid, which we welcome. The *required attachments* include;

- (1) *The Venue:* A detailed floor plan with dimensions and other specifics as requested.
- (2) *Meeting Space:* A detailed floor plan with dimensions of the meeting room facilities in both the Headquarters Hotel and the venue.
- (3) *All Hotels:* Specific proposals from all hotels in the proposed hotel block.

The Bid Application is divided into four sections, i.e., (1) contact information*, (2) venue information, (3) Local Organizing Committee (LOC) information, and (4) hotel information. With the attachments, this will constitute the essential components of the Bid Application.

*Contact information is primarily designed to establish with whom OVA will be communicating *during the bid process*. This should not be confused with the names of contact persons should the bid be in favor of your city.

Bid Submittal Schedule

Year	Notice of Bid Proposal	Final Decision Date
2024	Letter of Intent submitted no later than September 14, 2021 at 5:00pm	January 14, 2022
2025	Letter of Intent submitted no later than September 14, 2021 at 5:00pm	January 14, 2022

A complete *Bid Application* is to be included in the Bid Package and sent to the following OVA personnel:

1. Alishia Lidums, Director of Operations, OVA
alidums@ontariovolleyball.org
111-60 Scarsdale Road
Toronto, Ontario
Phone: 416.426.7431

A Property of OVA
111-60 Scarsdale Road
Toronto, ON M3B 2R7
T: (416) 426-7316
F: (416) 426-7109

Application for the year 2024
 2025

Host City:
And/or Bidding Organization:

Street Address: _____

City/Province/Post Code

Telecommunications:

Phone: (____) _____ Ext: _____

FAX: (____) _____

E-mail: _____

*Person submitting Bid Application: _____

Position: _____

AFFIDAVIT:

By witness of my signature, I affirm I am an authorized representative of the organization submitting this application and confirm that I (we) have read and understand the terms outlined in the Bid Manual. I (we) are prepared to commit to these responsibilities should we be granted host (city) privileges as per this Bid Application.

Date: _____

* Authorized Signatory

Position

*While not mandatory, the person listed as submitting the bid should also be the authorized signatory.

**1. BID APPLICATION – Venue Information
OVA Ontario Championships**

A. VENUE INFORMATION

Name of Venue: _____

Address: _____

City/Postcode: _____

Name of Contact Person: _____

Title: _____

Telephone: (____) _____

FAX: (____) _____

E-mail: _____

B. PROJECTED COST

FACTORS: The Venue

OVA financial obligation? ___ None Rental Fee of \$ _____

The rental fee includes the following: [Attachment optional] _____

Other Organizations participating in the rental requirement:

1. _____ \$ _____

2. _____ \$ _____

Additional Cost factors: _____ \$ _____

Venue Parking:

Cost for attendees parking?

Yes No

If YES, what is the cost per day?

\$

If there is a cost, are there In/Out Privileges?

Yes No

NOTE: Up to Fifteen (15) OVA Staff Vehicle parking passes required

C. SPACE AND ANCILLARY REQUIREMENTS

1. The Playing Area (80,000 sq ft)

Total square footage of the playing surface space: _____

Unobstructed space available for playing surface:

Yes No

Are there Columns?

Yes No

If YES, distances between columns: _____

Distance from floor to lowest part of any overhanging obstacle from the ceiling:

Basic floor surface: Concrete Wood Other (Please specify):

Is there any venue policy that would prohibit the use of Sport Court portable flooring tiles?

Yes No

2. Meeting Rooms and Other Space Requirements

a. Does the venue design provide meeting and other rooms easily accessible to the playing area, as specified in the Bid Manual?

Yes No

b. Is there a room set up fee?

Yes No

If YES, list conditions.

(1) If YES to item b is it a: unit cost flat fee Amount? \$

c. Will the following equipment/furnishing be available as required for the various rooms specified in the Bid Manual, i.e., standard chairs, circular and/or rectangular tables, chalk or white boards,

Yes No

bulletin boards, audio-visual equipment, large waste receptacles, ice machines?

If any part of this list requires a **NO** response, please specify:

(1) Is there sufficient space available near the main playing area for a maximum of ten (10) exhibit booths, 10' X 10' in size, and for one 20' X 60' merchandise sales areas?

Yes No

d. Is there any agreement in place between the venue management and a principle vendor(s), which will prohibit OVA from sponsoring and operating its annual exposition and sales of Event specific Merchandise?

Yes No

(1) If **YES**, can this be waived with the vendor?

Yes No

(2) If **YES** to **#(1)**, is there a fee attached?

Yes No

(3) If **YES** to **#(2)**, what is the fee? \$

(4) Can this be negotiated w/vendor?

Yes No

Vendor Name & Contact:

Address:

Phone: ()

FAX: ()

3. Miscellaneous Items

Yes No

a. Accessible loading dock?

If **YES**, will the loading dock be available as specified in the Bid Manual?

Yes No

b. Is there available and sufficient electrical source to meet the needs of OVA as specified in the manual?

Yes No

c. Is there an available water source in the playing area?

To fill 55-gallon water barrels for flooring system (4 per court)

(1) If **NO**, how close is the nearest water source?

Yes No

d. Is there capability to install temporary telephone service?

Yes No

e. Type of lighting used in venue:

(1) Lighting intensity in venue (rated in foot-candles or lux):

(2) If necessary, can lighting be increased over feature courts?

Yes No

f. Are secured storage areas available close to playing area?

If **YES**, what is the size of this area(s)? _____

Yes No

g. Number of concession stands: **(Note locations on venue layout)**

(1) List specific services available through these concessionaires in an ATTACHMENT.

4. Signage

a. Can sponsor signage be hung in venue?

Yes No

(1) If **YES**, are there any restrictions?

(2) If **YES**, please specify restrictions:

Yes No

Does venue have existing sponsor agreements preventing OVA sponsors from receiving signage exposure?

Yes No

(1) If **YES**, please list those restrictions:

5. Food and Sales Items

a. Will the venue waive any or all charges to OVA for selling event specific merchandise during the Event.

Yes No

(1) If **NO**, what are the prevailing conditions?

b. Will venue permit food to be brought in for Event Staff, Volunteers and Officials?

Yes No

(1) If **YES** to **item b**, are there any restrictions?

Yes No

(2) If **YES** to **#(1)**, please list restrictions:

6. Time Availability

Are the specified times and dates available for set-up and competition as Specified in the Bid Manual?

Yes No

If **NO**, what is your compromise proposal?

7. Labor Force

a. The venue labor force is Non-Union Union

(1) If Union labor, will OVA be required to utilize this work force?

Yes No

(2) If **YES** to **#(1)**, what is the cost factor for this service? \$

(3) Will this cost be subsidized?

Yes No

8. Machinery

a. Will the venue make available the below listed machinery?

(1) Three forklifts

Yes No

(2) Two Scissors Lift

Yes No

(3) One battery operated golf cart trucks (flatbed type)

Yes No

(4) One electrically-powered floor scrubber

Yes No

b. If **YES** to any of the above, will approved OVA staff be permitted to operate them?

Yes No

c. If **NO** to any of item A, can OVA rent equipment to operate in venue by OVA staff?

Yes No

9. Seating

Permanent Seating:

Does any part of the venue have permanent seating?

Yes No

If **YES**, what is the seating capacity?

Bleacher Seating:

a. Will host secure **500-1000 bleacher seats** for use on the Championship Court? (Including labor costs associated with installing and dismantling the bleacher seats).

Yes No

If **NO**, present OVA Events Department with **alternative options:**

Chair Seating:

How many chairs and tables can the venue make available for court-side use?

Chairs

Tables

Are there costs associated with using these tables and chairs?

Yes No

If answered yes, please answer:

Cost per Chair:

Cost per table (list type and associated fee)

Are there fees to set up these tables and chairs?
If yes:

Flat fee

Per item fee:

10. Public Address/Sound Systems

Please describe the public address/sound systems available for the venue.

11. Security

a. Will security be available as specified in Bid Manual?

Yes No

b. Will OVA have keys to secured areas as requested and specified?

c. Does OVA have the option to procure lock changes on secured areas specifically for this Event?

Yes No

(1) Will there be a charge for this changeover?

Yes No

(2) If **NO** to (1), what are the options and charges (use attachment)?

d. Will venue staff have access to these secured areas?

Yes No

(1) If **YES** to item c, who will this (ese) person(s) be?

12. Sports Medicine Center

a. **Ice**

(1) Will the venue make available an ice machine, or supply ice daily in the amounts specified in the bid manual?

Yes No

(2) If **NO** to (1), can this service be donated?

Yes No

(3) If **NO** to (2), can you suggest a source for this item?

Yes No

Vendor Name:

Address:

Phone: ()

FAX: ()

Email:

If the space available for your responses is insufficient or you wish to expand on the information you are submitting, please attach it to this section and indicate below you have an attachment.

Required Attachments:

Sample contractual agreement with venue.

Schedule of fees and charges, applicable to OVA.

Detailed line drawings of all levels of the venue proposed for use showing:

1. Dimensions of the proposed playing area(s)
2. Columnar layout
3. Electrical and water locations in the Exposition Hall
4. Location/size of loading docks
5. Pedestrian and vehicular access and egress
6. Meeting and administration rooms and required storage areas
7. Location of concession areas
8. Location of locker rooms and public rest room areas
9. Proposed location of sales/exposition area
10. Proposed location of registration area
11. Other areas you deem appropriate

If applicable, agreements/requirements with Union labor force.

If applicable, agreement with venue concessionaire(s).

Optional Attachments [Please list/specify]

- 1.
- 2.
- 3.
- 4.

2. BID APPLICATION – LOC Information
OVA Ontario Championships

The responsibilities of the Local Organizing Committee (LOC) are both comprehensive and extensive. They must be able to provide and/or procure a variety of products and services. Planning for this activity should begin at least one year in advance to identify and commit these volunteers, staff personnel, services and procurement procedure.

A. HUMAN RESOURCES

1. Local Organizing Committee (LOC) Contact Information

What organization is being proposed to serve as the LOC?

Contact person:

Name:

Title:

Address:

City/Postal Code:

Telephone: ()

FAX: ()

E-mail:

B. Donations

Check any products or services listed below that the Host can donate to the Event.

Office Equipment:

- | | |
|---|-----------|
| <input type="checkbox"/> Telephone line installation: (venue) | How many? |
| <input type="checkbox"/> Internet Access line/installation: (venue) | How many? |
| <input type="checkbox"/> Personal computers Manufacturer: | How many? |

- Printers; Manufacturer: How many?
- Copy machine (large) Manufacturer: (Need one)
- Copy machines (small) Manufacturer: How many?

Office Supplies:

- Copy paper: How much? (8 1/2 X 11)
(11 X 17)
- Miscellaneous pens, pencils, calculators, paper clips etc. List specific items and quantities available for donation:

Audio-Visual Equipment:

- DVD Players (as required)
- Television monitors (as required)
- LCD projectors (as required)
- Sound System (specific to the Championship Court inside venue)

Printing of Event Competition schedule:

- Donated
- Reduced cost.

Sports Medicine Supplies:

- Ice machine/Freezer for Storage of specified amounts in bid manual.

If the space available for your responses is insufficient, or you wish to expand on the information you are submitting, please attach it to this section and indicate below you have an attachment.

3. BID APPLICATION – Hotel Information
OVA Ontario Championships

OVA initially will require a hotel block that can provide 12,500 room nights during these events. It is paramount that most, if not all hotels be located in close proximity of the competition venue(s) in order that players and other participants can conveniently drive to the site. This section of the Questionnaire will address (1) the primary Headquarters Hotel, (2) the Headquarters hotel for officials, and (3) other block hotels. It is important you address all of the questions as completely as possible.

ANCILLARY INFORMATION

Other information regarding the Headquarters Hotels and other block hotels you feel important to be included in this Bid Application (this may be as an attachment or comment):

Required Attachments:

For each proposed block hotel: Rate proposals, brochures, flyers, and other important information

Optional Attachments

Yes No