

Addendum No. 1

City of Coquitlam

RFP No. 25-112

Audio Visual Supply and Support Services

Issue Date: January 12, 2026

Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

QUESTIONS AND CLARIFICATIONS

- Q1. My question is in response to the documentation required for 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”. Our office is located in Vancouver but wanted clarification and process for obtaining a business license in the City of Coquitlam/Tri-Cities area.
- A1. Businesses licenses application can be found on the Coquitlam Business License website at <https://www.coquitlam.ca/602/Business-Licences>. The website outlines the process for obtaining a business license in the City of Coquitlam for businesses who will operate in Coquitlam, without a Coquitlam Business address.**
- Q2. Regarding power, I understand we’ll be able to connect to the City of Coquitlam’s site power infrastructure. Would an electrical permit be issued through the City? Or would we have to provide our own electrical permit should we be chosen as the proponent for the main production?
- A2. The City doesn’t issue electrical permits. In Coquitlam, gas or electrical permits/inspections are regulated by TechnicalSafetyBC.ca (source: <https://www.coquitlam.ca/FAQ.aspx?QID=772>). It is up to the Proponent to have their own electrical permit, and electrician, onsite for the events.**
- Q3. Where in the stadium does the City prefer the centred stage? Particularly, is the City looking to have it placed on the grass stadium?
- A3. The City would like the screen (minimum 20X40) partially over the concrete pad in front of seats – the metal bars in front of the track would be removed to accommodate staging. See image below.**



End of Addendum No. 1

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

Issued by:

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