

## Request for Quotation – Event Ground Protection

### Request:

Destination NSW is seeking an itemised all-inclusive rate-card for the provision of **Event Ground Protection** services for Vivid Sydney 2020, with an option for Vivid Sydney 2021 (at Destination NSW discretion).

**Destination NSW will book services on an as needs basis based on rate-card pricings provided as part of this Request for Quotation.**

### About Destination NSW and Vivid Sydney:

Destination NSW is the lead NSW Government agency for the New South Wales (NSW) tourism and major events sectors. Our role is to market Sydney and NSW as one of the world's premier tourism and major events destinations; to secure major sporting and cultural events; to work in partnership with Business Events Sydney to win major international conventions and incentive travel reward programs; to develop and deliver initiatives that will drive visitor growth throughout the state; and to achieve the NSW Government's target to triple overnight visitor expenditure by the year 2030.

Vivid Sydney (the 'Event'), the largest festival of light, music and ideas in the Southern Hemisphere and the largest event in Australia, is owned, managed and produced by Destination NSW. Vivid Sydney has been integral in cementing Sydney's position as the creative capital of the Asia-Pacific and, instrumental in driving visitation to Sydney and stimulating the city's visitor economy.

Vivid Sydney features the world's best creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures and projections, a cutting edge contemporary music program and the spectacular lighting of Sydney's iconic buildings and other Sydney precincts.

### Timeline:

Deadline for receipt of clarification requests	10:00am, Wednesday 13 November 2019 (AEST)
<b>RFQ closing date</b>	<b>10:00am, Monday 18 November (AEST)</b>
Successful contractor notified	Week commencing 18 November 2019
Unsuccessful contractor(s) notified	Week Commencing 25 November 2019
<b>Commencement of Contract</b>	<b>February 2020 (TBC)</b>

### **Selection Criteria:**

<b>Criteria</b>	<b>Weighting (%)</b>
Value for money	30%
Demonstrated experience, reliability and successful delivery in providing similar services for large-scale, multi-day major events across multiple precincts.	25%
Demonstrated capacity to deliver the specifications, resources and services within the timeframes required, key considerations and general items outlined in Annexure A.	25%
Human resource capacity including qualifications, skills, experience and proposed extent of the respondent's key personnel involvement including sub-contractors	15%
Compliance with this Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

### **What Destination NSW requires:**

Destination NSW requires an itemised quotation which addresses the items in Annexure A, i.e. Specification of Services, Key Considerations and General Items. Attention should also be directed towards the Selection Criteria.

Respondents are required to detail their experience and outline their approach to each of the requirements outlined in this Specification of Services including:

1. A detailed and itemised quotation (per metre) and proposal for Vivid Sydney 2020 and 2021, including delivery, installation, maintenance, removal and collection of all equipment supplied. For the avoidance of doubt, proposals must include a breakdown of proposed equipment that meets the required ratings as defined in Annexure B – Indicative Equipment by Type.
2. A breakdown of the proposed resource allocation for each location mentioned below, including human resource skills and qualifications for each requirement. Where a variable requirement exists, an itemised rate card should be supplied.
3. Details on proposed quality assurance processes to ensure that all requirements are delivered to an exceptionally high standard and meet Australian Slip Testing requirements AS 4663:2013.
4. Details on flexibility of hours regarding cancellation penalties and timeframes, changes to shift times and shift duration cut off times.

### **Clarification of Requests for Quotes:**

#### **Clarification of requests for quotes:**

If you require clarification on the above request, please contact only via email:

**Brad Gander – Event Operations Manager, Vivid Sydney**

[brad.gander@dsw.com.au](mailto:brad.gander@dsw.com.au)

Please note that any clarification will be given to the other goods/service providers that have been offered the opportunity to provide a quote.

### **Lodgement Details:**

Please email your application, quotation and supporting documentation to:  
Neville D'Costa – Director, Procurement & Legal  
[neville.dcosta@dnsw.com.au](mailto:neville.dcosta@dnsw.com.au)

## **ANNEXURE A**

### **SPECIFICATION OF SERVICES**

Vivid Sydney's Ground Protection supplier will be required to work collaboratively with the Vivid Sydney Event Operations Team and any third-party contractors, to deliver, install, manage, maintain and remove the infrastructure requirements detailed in the schedules herein, throughout Vivid Sydney 2020.

#### **Key Timeline:**

Event Delivery and Completion: (To be confirmed)

- a) 8 May 2020 – Bump In commences (approximate and subject to confirmation).
- b) 18-22 May 2020 – Event previews (exact timings differ across festival sites).
- c) 22 May-13 June 2020 – Vivid Sydney (Festival dates subject to be confirmation).
- d) 19 June 2020 – Bump Out concludes (approximate and subject to confirmation).

#### **Key Locations:**

For the purpose of 2020, the following zones have been included:

- Zone 1: The Rocks & West Circular Quay
- Zone 2: CBD North, Circular Quay, East Circular Quay & Sydney Opera House
- Zone 3: Royal Botanic Garden Sydney
- Zone 4: Darling Harbour
- Zone 5: Dawes Point

#### **Particular Exclusion:**

Third-party Precincts are responsible for their own consultation with infrastructure supplier/s in development and implementation of their site requirements. Sponsorship Activations will be treated as a separate component and billed separately.

#### **Specifically, the successful supplier/s will be expected to:**

- a) Mobilise and demobilise all of the infrastructure as listed in Annexure B
- b) Provide all required, appropriately accredited, licenced and qualified labour/personnel to facilitate the mobilisation and demobilisation of all quoted plant, equipment and infrastructure in line with the requirements herein at the locations specified, on schedule and in consultation with the Destination NSW team.

- c) All personnel are expected to be provided with appropriate high-visibility uniform/s, wet weather, PPE and equipment required to deliver upon their assigned roles and responsibilities where necessary.
- d) Provide a Targeted Risk Assessment and Risk Register; and provide the results of a slip test undertaken by a qualified engineer/company.
- e) Provide a letter or statement upon installation of the infrastructure to confirm the safe and correct installation according to manufacturer's directions.
- f) Provide all required administrative support and planning, particularly with respect to: logistics, safety and traffic management – required for the mobilisation and demobilisation of equipment.
- g) Provide a full itemised breakdown of all equipment as installed, delivery fees, environmental levies, extra insurances, charges and any other relevant information as to the hire and deployment of equipment.
- h) Provide a rate card detailing associated costs per metre for extra or after hour requests for extra infrastructure, repairs and/or replacement of defective units.
- i) Provide copies of any developed plans and drawings related to the deployment of equipment where applicable. For the avoidance of doubt, CAD drawings are to be fully scaled, blocked, layered and include the relevant model and sheet layouts as agreed by both parties. Updates to these plans will be delivered at agreed times, in both PDF and DWG formats.
- j) Along with their staff, attend any/all safety and risk management briefings and inductions as deemed necessary by Destination NSW and/or their designated representatives prior to works commencing.
- k) Provision of a centralised 'on call' telephone number that can be used by Destination NSW or a nominated representative, should an issue occur during the event.
- l) Provide any/all required or requested engineering documents and certificates of compliance for design, installation or inspection as requested by Destination NSW and/or their designated representative/s.
- m) Provide a proposed maintenance schedule based on the supplier's experience in providing for long running events of this scale.
- n) A dedicated Project Manager to attend all relevant meetings with DNSW/relevant stakeholders and be a point of contact throughout the contracted period.
- o) Provide a maintenance schedule based on physical daily checks and sign off throughout the festival.

#### **Other Requirements:**

Additionally the Supplier/s must provide and understand;

- a) Infrastructure must be suitable for all weather public access, with a slip rating of P3 or above as noted in AS 4663:2013. Infrastructure must also be clean, functioning and ready for use.
- b) The standard of installation must be of the highest quality and consistent across all areas. Infrastructure needs to be flush to edges where appropriate.
- c) Specifications of units must be approved before confirmation of hire.
- d) Substitution of equipment outside of confirmed specifications is not permitted unless agreed to by Destination NSW or their nominated representative beforehand in writing. Further, the supplier/s will rectify any such substitution at no further cost to Destination NSW.
- e) Any applicable plans, drawings and documentation in the requested file formats.
- f) Any other general administrative work that would be required to deliver on the above services/duties/outcomes and/or as directed by the Destination NSW.
- g) Comply with all relevant legislation, required approvals and laws.
- h) Subcontracting is permissible for each requirement and details of subcontracting parties and provision should be outlined in the response.

- i) Where a variable unit rate based requirement exists that is not quantifiable at the time of submission, an itemised rate card per metre should be supplied.

## ANNEXURE B

Types and indicative quantities of equipment required have been identified for respondents to take into consideration.

This is a non-exhaustive list of requirements and does not indicate the final type or quantities of equipment that will be required for the 2020 event. Destination NSW encourages respondents to suggest and propose alternative and innovative products if permissible. The final colour of Ground Protection will be tailored to sites as required and confirmed with the successful respondent. Respondents should highlight in their quote if there is a price variation depending on colour. Equipment will be installed over the course of the bump in period, as per a schedule provided by Destination NSW.

Please provide product types and colours available for each product.

### **Equipment:**

- 1) Flexible Pedestrian Grass Protection estimated up to 10,000m<sup>2</sup>
- 2) Heavy Duty Grass Protection estimated up to 5,000m<sup>2</sup>
- 3) Pedestrian Grass protection edges to suit above
- 4) LD Panels or equivalent estimated up to 2000m<sup>2</sup>

### **Consumable items:**

- 1) Geotech Membrane Underlay
- 2) PVC Plastic
- 3) Grass Protection Pegs per 100

## GENERAL ITEMS

- The service provider must provide appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million
- The service provider must provide appropriate professional liability insurance. Minimum \$10 million
- The service provider must provide appropriate workers compensation insurance – as required by law
- The service provider must adhere to all relevant laws and regulations, including the Australian Modern Slavery Act.
- Services and equipment must be of the highest quality, guaranteed and fit for purpose
- The service provider must provide an Australian Business Number or Australian Company Number

### **KEY CONSIDERATIONS**

The successful service provider will be required to enter into a Contract of Engagement with Destination NSW which includes, but is not limited to the following terms:

- Ownership of all intellectual property (including copyright) in any project material will vest in and/or be assigned to Destination NSW on a royalty free, for use worldwide, free of charge in perpetuity basis. The service provider will agree to execute all documents and do all things required for the purposes of giving effect to this. The project material once assigned will be used by Destination NSW, tourism trade stakeholders, media and the NSW Government
- Ensuring that all ground protection and equipment is certified by a qualified engineer (as/where requested), and to provide evidence of this to Destination NSW. Indemnifying Destination NSW for all work carried out
- Abiding by a suppliers code of conduct as issued by the NSW Government
- Termination Clause, Destination NSW may at any time terminate the contract without cause and for any reason by giving 30 days' notice in writing to the service provider, such termination being effective upon expiration of the 30 day period. Destination NSW is not liable for any payments to the service provider beyond the 30 day notice period, and such amount will be received by the service provider in full satisfaction and discharge of any claims of any nature whatsoever in connection with this contract. Destination NSW would not be liable for any further/pro-rata payments
- If the service provider does not perform the services required, the service provider is not entitled to receive any further payments and must if so required by notice in writing to the service provider by Destination NSW, repay to Destination NSW all payments made under this contract or such part of the payments as so demanded by Destination NSW with respect to expenses already incurred and services rendered to date and must make such repayment within 7 days of the date of such demand by Destination NSW or within such longer period as specified by Destination NSW.
- The use of sub-contractors to deliver parts of this work must include an outline of the proposed contracting structure in response to this Request for Quotation
- The successful service provider will be required to provide all relevant accreditation, licenses and qualifications.

### **DESTINATION NSW WILL PROVIDE**

- Specialist plant and equipment (e.g. forklifts, scissor lifts, boom lifts) where planned works require these resources on site
- Radio communication equipment (as reasonably provided by Destination NSW) for use throughout the Event Period
- Relevant site plans to assist with the initial install of plant, equipment and infrastructure.
- Detailed delivery and installation schedules to assist with the installation, maintenance and removal of equipment and infrastructure.
- Printing and supply of all reasonable Vehicle Access Passes to designated work sites.
- Initial site specific and safety inductions to be completed before any works commence.
- Parking is not included in public domain spaces. Limited parking may be available in designated work sites.

