

Request for Quotation – Event Industry General Labour Services

Request:

Destination NSW is seeking an itemised all-inclusive rate-card for the provision of **Event Industry General Labour 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.

Destination NSW may elect to engage multiple contractors to deliver the services detailed in this Request for Quotation for the duration of Vivid Sydney 2020 and 2021.

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)
RFQ closing date	10:00am, Monday 18 November (AEST)
Successful contractor notified	Week commencing 18 November 2019
Unsuccessful contractor(s) notified	Week Commencing 25 November 2019
Commencement of Contract	February 2020 (TBC)

Selection Criteria:

Criteria	Weighting (%)
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 provide services with a rapid response capability of less than 24 hours.	20%
Human resource capacity including qualifications, skills, experience and proposed extent of the respondent's key personnel involvement including sub-contractors	20%
Compliance with this Request for Quotation	5%
TOTAL	100%

What Destination NSW requires:

Destination NSW requires an itemised rate card 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 per hourly rate card quotation to include week day, weekend, public holiday rates to include any after hour and penalty rates based on the specification of services required in Annexure A.
2. Details on proposed quality assurance processes to ensure that all requirements are delivered to an exceptionally high standard.
3. Details on flexibility of hours regarding cancellation penalties and timeframes, changes to shift times and shift duration cut off times.
4. Provided rate-cards should detail all associated costs including mobilisation fees, transport/delivery fees, incidentals (e.g. parking), call-out fees and any minimum call times associated with services being provided.

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@dnsw.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

ANNEXURE A

SPECIFICATION OF SERVICES

Vivid Sydney's Event Industry General Event Labour Services supplier will be required to work collaboratively with the Vivid Sydney Event Operations Team and any third-party contractors, to deliver labour service 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).

Particular Exclusion:

Third-party Precincts are responsible for their own consultation with 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) Provide all personnel with appropriate high-visibility uniform/s, wet weather, PPE and equipment required to deliver upon their assigned roles and responsibilities where necessary.
- b) Provide a Targeted Risk Assessment and Risk Register.
- c) Provide a full itemised daily breakdown of labour used in each zone deemed by Destination NSW at time of cost estimations.
- d) 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.
- e) 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.
- f) A dedicated Project Manager to attend all relevant meetings with DNSW and be point of contact on site who is responsible for all associated crew bookings, reports and crew chief duties.
- g) Acknowledge that payment for the services will be provided as per the payment milestones which are set out by Destination NSW under the contract of engagement. Any variation payments above the contracted amount will be captured in the final invoice.
- h) Acknowledges that invoices must be provided to Destination NSW weekly with approved timesheets per zone as outlined by Destination NSW at cost estimation stage.

The successful service provider is expected to provide the following as part of the service delivery:

- a) Standard Basic tools (i.e Shifters, gloves etc)
- b) Clean and presentable staff uniform or dress-code for all staff working under this contract.
- c) Basic PPE, high vis-vest, enclosed footwear, hard hat and own water bottle, (no single-use plastics).
- d) Completion of any identified staff induction process prior to staff arriving on site

Labour Requirements:

- a) Project Manager / Crew Chief
- b) General Labour
- c) Forklift Operators
- d) EWP Operators
- e) Crane Operators (CN)
- f) Crane Operators (C6)
- g) Vehicle Drivers (Class C)
- h) Logistic Drivers (Class HR)

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 workers compensation insurance – as required by law
- The service provider must adhere to all relevant laws and regulations, including the Australian Modern Slavery Act.
- The service provider must provide appropriate professional liability insurance. Minimum \$10 million
- 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
- 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
- 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 (at Destination NSW discretion).
- 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.