

Request for Quotation – Precinct Management Labour Services

Request:

Destination NSW is seeking an itemised quotation for the provision of **Precinct Management Labour Services** for Vivid Sydney 2020, with an option for Vivid Sydney 2021 (option to be exercised at Destination NSW discretion).

Companies and/or Sole Traders may submit a quotation for the roles detailed within the RFQ – Being the Annexures. Destination NSW reserves the right to appoint one contractor, or multiple contractors to all or part of the specifications of services / positions detailed herein to deliver the services detailed in this Request for Quotation for the duration of Vivid Sydney 2020 and 2021.

Please Note: this is not a position of employment but a contract for the supply of services. Companies can submit proposals with a nominated personnel.

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 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:

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| Deadline for receipt of clarification requests | 10:00am, Wednesday 27 November 2019 (AEST) – Sydney Time |
| RFQ closing date | 10:00am, Monday 2 December (AEST) – Sydney Time |
| Successful contractor notified | Week commencing 2 December 2019 |
| Unsuccessful contractor(s) notified | Week Commencing 9 December 2019 |
| Commencement of Contract | April 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% |
| Human resource capacity including qualifications, skills, experience and proposed extent of the respondent's key personnel involvement including sub-contractors | 25% |
| Proven ability to effectively manage a team, under pressure and with a need to balance priorities; preferably in a major events or festival context. | 15% |
| Compliance with this Request for Quotation | 5% |
| TOTAL | 100% |

What Destination NSW requires:

1. A written response which addresses the Request for Quotation, in particular the Selection Criteria and Specifications of Services outlined in Annexure A, B, C and/or D.
2. An itemised rate card quotation for 2020 based on the specifications in Annexure A, B, C and/or D including:
 - week day, weekend, public holiday rates
 - Any after hour and penalty rates
3. An itemised rate card quotation for 2021 based on the specifications in Annexure A, B, C and/or D.
4. Current curriculum vitae/company profile including details for two (2) referees.

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

Scope

Destination NSW seeks the services of a Contractor or Contractors to coordinate and deliver Precinct Management Labour Services for Vivid Sydney 2020, with an option to renew for 2021 at Destination NSW's discretion.

Vivid Sydney's Site Operations Plan is developed in accordance with a tiered 'Level-of-Operations', for personnel and infrastructure resources across all operational functions. The 'Level-of-Operations' is determined relative to anticipated visitor numbers, differs across any given day of the week throughout the Event, and is structured as follows:

- **Level 1** - Smaller attendance (Monday to Thursday, excluding the Monday of the long weekend). Applicable road closure timing historically 19:00 to 00:00; approx. 80,000 in attendance - normal weeknights.
- **Level 2** - Moderate attendance (Friday and Sunday nights, as well as Monday nights on public holidays). Applicable road closure timing historically 18:00 to 00:00 on Fridays, 17:00 to 00:00 on Sundays and Mondays; 80,000 to 120,000 in attendance - Normal Friday & Sunday nights.
- **Level 3** - High attendance (Saturday nights excluding the Saturday of the long weekend). Applicable road closure timing historically 17:00 to 00:00; 120,000 to 180,000 in attendance - Saturday nights.
- **Level 4** - Very high Attendance (Queen's Birthday long weekend Saturday and Sunday). Applicable road closure timing historically 17:00 to 00:00; 180,000 + in attendance – Saturday and Sunday of the long weekend.

The Precinct Management Roster as defined by Destination NSW will include provisions for workforce and infrastructure resourcing nightly, before 'Lights On!' and after 'Lights Off' and if there are any inclement weather events which require assistance.

Key Timeline:

Event Delivery and Completion: (To be confirmed)

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

Bump-In and Bump-Out refers to the work periods leading up to the beginning of and following the conclusion of the 'Event Period'. The Precinct Management team will work alongside other contractors and Destination NSW to: construct, deploy, deliver, install, arrange, etc.; any/all event overlay as directed by Destination NSW or their designated sub-contractors.

Event Precincts:

All Destination NSW Event activations take place on the Vivid Sydney Light Walk Footprint. Typically, Destination NSW Event Precincts for Vivid Sydney within the CBD footprint are accessed utilising public transport hubs (bus, ferry and train including - Town Hall, Central, St James, Museum, Martin Place, but most particularly - Wynyard, Circular Quay, and Martin Place; and CBD and Inner West light rail including - Convention and Exhibition).

The potential Vivid Sydney 2020 footprint may otherwise include (subject to confirmation):

- **Circular Quay** (including the area between Alfred Street and Bridge Street bordered by George Street through to Macquarie Street)
- The **Royal Botanic Garden Sydney** entrances/exits to Macquarie Street between Bridge Street and the Sydney Opera House
- **The Rocks** (including George Street between Alfred Street and Lower Fort Street, Quay West Road, Playfair Street, Kendall Lane, Mill Lane, Harrington Street, Jack Munday Place and Argyle Street between Jack Munday Place, Argyle St and Lower Fort Street)
- **Darling Harbour** (including Cockle Bay, Tumbalong Park, Darling Drive, Pyrmont Bridge, Wheat Road, and Harbour Street).

Specification of services required

The Precinct Management Services Contractor/s will work collaboratively with the Vivid Sydney Operations Manager, Vivid Sydney Production Manager, and the Vivid Sydney Technical Manager to successfully support the planning, organisation, and coordination of effective site operations for precincts that are produced and operated directly by Destination NSW.

- **Vivid Sydney – Lead Precinct Manager:**
 - One position is available for a seventy (70) day contract (Wed 21 April - Fri 26 June) for an estimated six days a week at approximately twelve hours per day from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling, and working outdoors. The term above includes up to ten (10) pre-production days based on weekdays and hours including 9.00am – 5:30pm.
- **Vivid Sydney – Precinct Manager:**
 - Up to six (6) positions available for a forty four (44) day contract (Thursday 7 May - Friday 19 June) for an estimated six days per week at approximately twelve hours per day from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling, and working outdoors.

- **Vivid Sydney – Precinct Coordinator:**

- Up to six (6) positions available for a forty four (44) day contract (Thursday 7 May - Friday 19 June) for an estimated six days per week at approximately twelve hours per day from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling, and working outdoors.
- For the avoidance of doubt, Destination NSW will seek multi-skilled individuals who hold the required plant and equipment licenses/qualifications to best resource the team/solution.

General items:

The following expectations apply to all Contractors delivering services for any of the roles outlined above:

- All staff are expected to provide their own meals, drinking water (no single use plastics) and travel to and from the Event site throughout the Contract period. All staff are to ensure they adhere to Destination NSW sustainability guidelines
- All staff are expected to arrive in suitable worksite clothing and provide basic PPE such as work-boots, appropriate site clothing, hats and sun-protection
- All staff are expected to represent Vivid Sydney and key stakeholders in a professional manner. This includes:
 - Being clean and presentable at all times
 - Wearing/displaying any provided identification/accreditation at all times
 - Conforming to a Contractor Code of Conduct as provided by Destination NSW
- All staff are expected to undertake any reasonable action to ensure the preservation of public property and natural environment of the sites worked on
- All staff are expected to ensure that a high standard of Work Safety is adhered to at all times, and report and incidents, accidents or near misses as they occur
- All staff are expected to only carry out work if they have the relevant skills, knowledge, training and experience to do so. For the avoidance of doubt this includes holding the relevant certifications/licenses/qualifications for any work being completed on site and providing copies of such licenses to Destination NSW on request
- All staff are expected to have completed an online induction(s) ahead of arriving onsite for work and should be able to produce evidence of such completion if requested
- All staff are expected to be aware of the relevant health and safety risks onsite, and the way those risks are managed
- All staff are expected to arrive promptly for their shift, allowing suitable time to sign on and prepare for work ahead of the rostered shift commencement
- All staff are expected to diligently sign in and out on every shift using the designated staffing processes

- Additionally, successful service providers must provide:
 - Appropriate Public Liability Insurance. Minimum \$20 million (AUD).
 - Copies of all relevant Safe Work Method Statements (SWMS).
 - Appropriate Workers Compensation Insurance, as required by law.
 - Goods and Services of the highest quality.
 - Responsible for all workers entitlements (where relevant).
 - An Australian Business Number or Australian Company Number.
 - Must adhere to all relevant laws and regulations, including the Australian Modern Slavery Act.

Key Considerations:

The successful contractor will be required to enter into a contract with Destination NSW which includes, but is not limited to the following terms:

- Indemnifying Destination NSW for all work carried out by the successful contractor/s and/or any sub-contractor/s contracted by the successful contractor/s.
- Abiding by a contractor/s code of conduct as issued by the NSW Government.
- The terms and conditions and deliverables of this request for quotation apply to any sub-contractor/s engaged to assist in the delivery of this project. All proposed sub-contractor/s must be approved in writing by Destination NSW prior to engagement.
- 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.
- 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, with 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.

Destination NSW will provide the following:

Destination NSW will provide the following to the successful Service Providers delivering the outcomes outlined above:

- A limited number of Event radios and accessories as agreed by Destination NSW
- Footprint/grid map of the Vivid Sydney Precincts
- Any plant, equipment and infrastructure required to deliver the Event
- Any consumables required to deliver the Event
- Access to any mandatory online inductions and training systems

Annexure B - Vivid Sydney – Lead Precinct Manager:

The successful service provider will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Production Manager and the Vivid Sydney Technical Manager to oversee and manage Precinct Managers and Precinct Coordinators rostered across the following precincts, subject to confirmation:

- Royal Botanic Garden, Sydney
- The Rocks & West Circular Quay
- East Circular Quay and CBD North
- Darling Harbour (including Cockle Bay and Tumbalong Park)
- Rove across all precincts + day-off cover.

Specific tasks are as follows:

- Coordinate infrastructure deployment on the ground with suppliers and ensure all elements are delivered in accordance with the approved site plans and schedules
- On ground management of all rostered Precinct Managers, Precinct Coordinators and Site Labour to ensure required tasks are addressed and attended to in a timely manner
- Where appropriate and applicable, communicate with all relevant stakeholders on the ground. For the avoidance of doubt this includes following the correct escalation procedures where additional stakeholder engagement is required
- Acting as WHS representatives on the footprint to ensure all staff, contractors and Artists are working safely and in accordance with any approved Safe Work Method Statements (SWMS), Risk Management Plans and overarching Destination NSW policies and procedures
- Being responsible for cross-checking induction records on site to ensure that all staff, contractors and volunteers working across the Event Site have successfully completed the required safety inductions
- Supporting the Event Operations Coordinator and Production Coordinator in delivering all site aspects of the Event
- Attendance on site at the Event Precinct or Event command and control facilities as required throughout the Event
- Logging daily incidents and updates on Destination NSW nominated online/logging system during the bump in, Event and bump out periods
- Working as directed to help update Event specific production and operational schedules, including the master Event schedule, external Event schedule and master delivery schedule with the Event Operations Manager and Event Operations Coordinator
- Working as directed to help update the relevant daily call-sheets and schedules throughout the Vivid Sydney period with the Event Operations Coordinator and Event Production Coordinator
- Compiling of daily reports from Precinct Managers and Precinct Coordinators to ensure all reports are submitted on a daily basis.
- Liaising with Destination NSW appointed safety officers to ensure all safety actionable are delivered within a timely manner

- Work collaboratively with Destination NSW's identified Artists, Contractors and Suppliers to manage the successful delivery of all program content, ensuring that all works are delivered as planned, to schedule and to an exceptionally high standard. Notify the appropriate personnel immediately, should works deviate from plans, schedules or not meet requirements following the correct issue resolution and escalation procedures provided
- Any other general work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

Qualifications Requested for Lead Precinct Manager:

- White Card WHS Induction (Favourable)
- Unrestricted Drivers Licence (Required)
- Senior First Aid (Favourable)
- Public Liability & Work Cover Insurance (Required)

Reporting Obligations:

- Vivid Sydney Event Operations Manager
- Vivid Sydney Production Manager, Vivid Light
- Vivid Sydney Technical Manager, Vivid Light
- Vivid Sydney Event Operations Coordinator
- Vivid Sydney Production Coordinator, Vivid Light

Roles reporting to this position:

- Precinct Managers
- Precinct Coordinators
- General Site Labour

Annexure C - Vivid Sydney – Precinct Manager:

The successful service provider will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Production Manager, Vivid Sydney Technical Manager and Lead Precinct Manager to ensure the successful delivery of the Vivid Sydney Event (including all operational and creative elements) across the following precincts:

- Royal Botanic Garden, Sydney
- The Rocks & West Circular Quay
- East Circular Quay and CBD North
- Darling Harbour (including Cockle Bay and Tumbalong Park)
- Rove across all precincts + Day-Off Cover.

Specific tasks are as follows:

- Coordinate infrastructure deployment on the ground with suppliers and ensure all elements are delivered in accordance with the approved site plans and schedules
- On ground management of all rostered Site Labour to ensure required tasks are addressed and attended to in a timely manner
- Where appropriate and applicable, communicate with all relevant stakeholders on the ground. For the avoidance of doubt this includes following the correct escalation procedures where additional stakeholder engagement is required
- Acting as WHS representatives on the footprint to ensure all staff, contractors and Artists are working safely and in accordance with any approved Safe Work Method Statements (SWMS), Risk Management Plans and overarching Destination NSW policies and procedures
- Operate and relocate identified site plant and equipment (including forklifts, telehandlers, boom-lifts and transport vehicles) across the Event Site as required
- Support the Vivid Sydney Operations Coordinator, Event Production Coordinator and Lead Precinct Manager in delivering all site aspects of the Event
- Be in attendance on site at the Event precinct throughout the Event
- Work as directed to help update Event specific production and operational schedules, including the Master Event Schedule, External Event Schedule and Master Delivery Schedule
- Work as directed to help update the relevant daily call-sheets and schedules throughout the Vivid Sydney period
- Providing Daily reports during the bump in, event and bump out
- Work collaboratively with Destination NSW's identified Artists, Contractors and Suppliers to manage the successful delivery of all program content, ensuring that all works are delivered as planned, to schedule and to an exceptionally high standard. Notify the appropriate personnel immediately, should works deviate from plans, schedules or not meet requirements following the correct issue resolution and escalation procedures provided
- Be responsible for ensuring that all Artists/Suppliers/Contractors working on site have successfully completed all required inductions before commencing work, report issues following the correct resolution and escalation procedures provided
- Any other general work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

Qualifications Requested for Precinct Manager:

- White Card WHS Induction (Favourable)
- Unrestricted Drivers Licence (Required)
- High Risk Work Licence – Forklift (Required)
- High Risk Work Licence – Elevated Work Platform (Required)
- High Risk Work Licence – CN Mobile Non-Slewing Crane (Favourable)
- Senior First Aid (Favourable)
- Public Liability & Work Cover Insurance (Required)

Reporting Obligations:

- Vivid Sydney Event Operations Manager
- Vivid Sydney Production Manager, Vivid Light
- Vivid Sydney Technical Manager, Vivid Light
- Vivid Sydney Event Operations Coordinator
- Vivid Sydney Production Coordinator, Vivid Light
- Lead Precinct Manager

Roles reporting to this position:

- Precinct Coordinator
- General Site Labour

Annexure D - Vivid Sydney – Precinct Coordinator:

Specifically Vivid Sydney Precinct Coordinators(s) will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Production Manager, Vivid Sydney Technical Manager, Lead Precinct Manager and Precinct Managers to:

- Support the Vivid Sydney Operations Coordinator, Vivid Sydney Production Coordinator and Precinct Managers in delivering all aspects of the Event
- Act as a Precinct Manager during split shifts and day-off cover
- Operate and relocate identified site plant and equipment (including forklifts, telehandlers, boom-lifts and transport vehicles) across the Event Site as required
- Undertake general labour duties to assist in installing, unloading, carrying, constructing or otherwise delivering any identified Event Site or Operational equipment and/or infrastructure on the Vivid Sydney footprint
- Work collaboratively with Destination NSW's identified Artists, Contractors and Suppliers to manage the successful delivery of all program content, ensuring that all works are delivered as planned, to schedule and to an exceptionally high standard. Notify the appropriate personnel immediately, should works deviate from plans, schedules or not meet requirements following the correct issue resolution and escalation procedures provided
- Be responsible for ensuring that all Artists/Suppliers/Contractors working on site have successfully completed all required inductions before commencing work, report issues following the correct resolution and escalation procedures provided
- Any other general work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

Qualifications Requested for Precinct Coordinator:

- White Card WHS Induction (Favourable)
- Unrestricted Drivers Licence (Required)
- High Risk Work Licence – Forklift (Required)
- High Risk Work Licence – Elevated Work Platform (Required)
- High Risk Work Licence – CN Mobile Non-Slewing Crane (Favourable)
- Public Liability & Work Cover Insurance (Required)

Reporting Obligations:

- Vivid Sydney Event Operations Manager
- Vivid Sydney Production Manager, Vivid Light
- Vivid Sydney Technical Manager, Vivid Light
- Vivid Sydney Event Operations Coordinator
- Vivid Sydney Production Coordinator, Vivid Light
- Precinct Manager

Roles reporting to this position:

- General Site Labour