

Request for quotation (RFQ) – Light Box Signage Management Services

Request:

Destination NSW is seeking an itemised quotation for the provision of **Light Box Signage Management Services** for Vivid Sydney 2020 - 22 May to 13 June 2020 with an option for Vivid Sydney 2021 (option to be exercised at Destination NSW discretion).

Destination NSW may execute an option to renew the agreement for the second period in 2021, based on the successful applicant's submitted quotation, at its discretion. If this option is exercised, written notice will be provided no later than 60 days after the conclusion of Vivid Sydney 2020 and a new contract executed.

Please note, there is no obligation for Destination NSW to exercise the option for Vivid Sydney 2021 and all potential applicants must plan accordingly for this. Should a variation in period or supply of services be required, a quote variation will be sought from the successful contractor.

Background on Destination NSW:

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 and, a cutting-edge contemporary music program.

Timeline:

Deadline for receipt of clarification	10:00am, Wednesday 29 Jan 2020 (AEST)
RFQ closing date	10:00am, Wednesday 5 February 2020 (AEST)
Successful contractor notified	Week commencing Monday 10 February 2020
Unsuccessful contractor(s) notified	Week commencing Monday 10 February 2020
Commencement of Contract	February 2020 (TBC)

Selection criteria:

Evaluation of all received proposals will be based on the following criteria:

Criteria	Weighting (%)
Value for Money	60%
Capacity to deliver the specifications and services required, key considerations and general items outlined in Annexure A	15%
Demonstrated experience, reliability, capacity and successful performance by the respondent in providing the quoted services	20%
Compliance with the request for quotation.	5%
TOTAL	100%

What Destination NSW requires:

Please provide the following:

1. A detailed and itemised quotation in response to the information contained in the Request For Quotation and accompanying Annexure A
2. A written response which addresses the items in Annexure A. i.e. Specifications of Goods and Services required, Key Considerations and General Items. Attention should also be directed towards the Selection Criteria and, the specific criteria:
 - i. Printing and Skinning of Light Box signage
 - ii. Logistics and Operational Management of the Light Boxes
3. A planning and delivery timeline, critical path and proposed methodology for successfully managing and delivering this project.

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 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:

Up to eighty-four (84) illuminated units of Light Box signage are utilised during the annual Vivid Sydney festival. The Vivid Sydney Light Boxes are designed to achieve the following signage requirements and functions:

- A. Provide an illuminated description of the Vivid Sydney Light Artist and the Vivid Light Installation
- B. Introduce and denote the area for the Light Installation
- C. Provide wayfinding information and social media platforms
- D. Provide wayfinding services through a numeric system

Vivid Sydney Light Box specifications:

Dimensions: 2000mm x 400mm x 400mm with a backlit area of 1500mm x 400mm

Hard Components:

- A. Perspex outer shell
- B. Steel stabilising inner
- C. LED tape
- D. Power Transformer

The artwork for the Light Boxes comprises:

- A. Substrate Panel
- B. Full Length Panel
- C. Numbering order

Reference images are included at the end of this RFQ document.

Vivid Sydney Light Boxes are connected to a power-outlet using a 10 Amp 240v plug. Each Light Box includes a transformer that takes this input voltage down to 12 volts for the LED lighting inside the Light Box. Extent of maintenance cannot be identified at this time as it is dependent on environmental conditions.

The Vivid Sydney Light Box panels can be installed in bulk at the supplier's premises; however, the supplier will be responsible for arranging all transport of the Light Boxes from the Vivid Sydney Storage Facility (located in Zetland) to the supplier's facility to undertake the panel installation.

Innovative and alternative solutions that otherwise meet the signage requirements will be considered.

Specification of services required:

Destination NSW seeks an external supplier to provide Light Box Signage Management services for Vivid Sydney 2020.

The Services include:

- Printing of up to 360 substrates @ 2000mm x 400 x 400 in removable vinyl
- Individual layup of up to 360 substrates including registration and trimming
- Installation, management and removal of up to eighty-four (84) Light Boxes at various locations around Sydney CBD, Chatswood and other locations as required
- Maintenance/repairs as required pre, during and post-event
- Provision of power at all locations, including liaison with landowners and stakeholders
- Post-event removal, cleaning and return of all units to the Destination NSW storage facility in Zetland.

Specific criteria to be addressed in the RFQ:

1. Printing and Skinning of Light Boxes:

- Printing, attachment and removal of all individual full-length substrate panel decals and individual number decals for up to eighty-four (84) Vivid Sydney Light Boxes. Decals must be weather-proof and last for extended outdoor use for the full duration of the event i.e. in excess of thirty days.
- The Artwork will be supplied in batches. This means that not all four panels will be installed at the same time (Example: the Map and social panels are usually finalised earlier than the individual panels and therefore can be printed and installed earlier).
- Decals must be opaque and the structure of the stand should not be visible when they are lit.
- Individual number decals to be installed once installation positions of boxes have been finalised no later than one (1) week prior to bump-in, in reference to the Destination NSW footprint.
- Where additional Light Box units, repairs or decals are required for Vivid Sydney, the successful service provider will need to submit an additional quotation for the additional build for Destination NSW's pre-approval.
- All services must be accredited and the successful supplier must hold appropriate qualifications and licences. Evidence of these must be provided to Destination NSW as part of this process.
- Any other general administrative work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

2. Logistics and Operational Management of Light Boxes:

Manage all aspects of the logistics of the installation, maintenance and removal of up to eighty-four (84) light boxes across all precincts including:

- Coordinate all transportation of Light Box units to/from the Vivid Sydney footprint, throughout The Rocks, East and West Circular Quay, the Royal Botanic Garden Sydney and Third Party Precincts including Barangaroo, Chatswood and others (exact locations TBC)
- Installation and removal of all units in coordination with the Destination NSW or nominated representative of the precinct management contractor at each location.
- Install Light Boxes with reference to the advised locations. Locations will be provided as either an exact position on a map or a general area. Public safety should be considered when installing Light Boxes
- Assess, clean and repair all Light Boxes in a reasonable turnaround and as required during Vivid Sydney and at the conclusion of the event
- Test and ensure all Light Boxes are operational and functioning when installed. Confirmed through photographic evidence in situ
- Provision of power for all units (including liaison with power providers, landowners, etc. as required). This includes but is not limited to safe connection and electrical tagging by a licenced electrician. Where power is not directly accessible at the install location, it is the supplier's responsibility to run power from the nearest accessible power source location. Each Light Box may require Cable Tray or the like to make safe the power run
- All Light Box units are to be weighted internally for stability and safety via appropriate materials such as sand-bags or weights
- Post-event removal, cleaning, maintaining and storage of all units at Destination NSW storage facility
- Install and remove one beacon (supplied by Destination NSW) inside each Light Box as advised by Destination NSW
- If damage occurs during the event that cannot be repaired onsite, a separate quotation will be sought, where required, for the replacement/repairs in accordance with the NSW Government procurement guidelines
- The install for Light Boxes is likely to occur over two (2) weekdays between 6:00am and 12:00 Midnight. Destination NSW will confirm installation dates and times closer to the event. It is the supplier's responsibility to determine transporting methods
- The supplier is responsible for arranging all aspects of the installation process, including parking, footpath permits, access equipment and out of hours work permits by accredited and qualified persons
- The Supplier is responsible for all staffing requirements such as: crew parking, crew catering, PPE and consumables

Other relevant information specific to the quote:

Provide itemised quote showing price per light box:

- 4 x panels
- 2 x number decals

Quote to be based on print of the panels and skin the Light Boxes from 1 May 2020.

Quote to be based on installation and readiness by 16 May 2020 and removal from 16 June 2020.

Provide information on the use of sustainable / environmental materials used and include a waste / recycling plan and/or procedure.

For the avoidance of doubt, the supplier will also be responsible for all transportation of Light Box units to/from the Vivid Sydney footprint (exact install location TBC).

Include all maintenance and repairs to all Light Boxes on the Event Footprint.

Source and provide all electrical and power requirements for the safe operation of the Light Boxes

If additional Light Boxes are required by Destination NSW, a separate quotation will be sought, where required, in accordance with the NSW Government procurement guidelines.

Beacons may be used to transmit information regarding installations to those patrons using the Vivid Sydney Application. All required beacons will be provided by Destination NSW and will need to be fitted into every Light Box during the installation process. Each beacon will be adhered to the unit via the central steel stabilising inner using appropriate adhesive methods (to be provided by the contractor/supplier). Please note these beacons are powered by long-life batteries and do not need to be connected to the Light Box power source.

General items:

The successful service provider must provide:

- Appropriate Public and Product Liability insurance. Minimum \$20 million (AUD) for each. Destination NSW to be noted as an interested party.
- Workers Compensation insurance, as required by law.
- Adherence to all relevant laws and regulations, including the Australian Modern Slavery Act.
- Compliance with WH&S legislation.
- Goods/Services of the highest quality, must be guaranteed and fit for purpose.
- An Australian Business Number or Australian Company Number.

Key Considerations:

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

- Indemnifying Destination NSW for all work carried out.
- Abiding by a suppliers code of conduct as issued by the NSW Government.
- 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, 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.

- 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
- If the goods/service provider does not perform/deliver the goods/services required, the goods/service provider is not entitled to receive any further payments and must if so required.

Destination NSW will provide the following:

- Site maps, plans and bump-in/out schedules as they are developed
- Print-ready artwork
- Contact details of precinct managers
- Light box location maps
- VAP passes for delivery vehicle's only during the bump in and bump out
- Any Plant Equipment

Dimensions of existing Light boxes owned by Destination NSW

