Request for Quotation – Event Plant & Hedging Hire Services 2023, 2024, 2025 and 2026

Request:

Destination NSW is seeking an itemised quotation for the provision of Event Plant & Hedging Hire for Vivid Sydney 2023, with an option for Vivid Sydney 2024, 2025 and 2026 (option to be exercised at Destination NSW’s discretion).

Please note this is not a position of employment but a contract for the supply of services.

About Destination NSW and Vivid Sydney:

Destination NSW is the lead agency, champion, and voice for the visitor economy within the NSW Government.

Spearheading a whole-of-government approach to visitor economy growth, Destination NSW is responsible for leading the delivery of the NSW Visitor Economy Strategy 2030 in partnership with government and industry.

Destination NSW influences and shapes the visitor economy through strategic research, policy and thought leadership, stakeholder engagement and consultation, commercial partnerships and investment in visitor experiences, business support, marketing and events.

Investing in a world-class events calendar to maximise economic and social benefits and, position NSW as the events capital of the Asia Pacific, is a key strategic pillar of the Visitor Economy Strategy 2030.

Vivid Sydney, 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 positioning Sydney as the creative capital of the Asia Pacific and, instrumental in driving visitation to Sydney and stimulating the city’s visitor economy (the ‘Event’). For more information visit: www.vividsydney.com

Period:

Destination NSW requests an itemised quotation for services detailed in this RFQ document, during the period outlined below:

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Vivid Sydney 2023</th>
<th>On signing of agreement to completion of Services as outlined in the schedule attached.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Dates</td>
<td>26 May – 17 June 2023</td>
<td></td>
</tr>
<tr>
<td>Bump in from</td>
<td>16 May 2023 (Subject to scheduling)</td>
<td></td>
</tr>
<tr>
<td>Bump out from</td>
<td>17 June 2023 (Subject to scheduling)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period 2</th>
<th>Vivid Sydney 2024</th>
<th>On signing of agreement to completion of Services as outlined in the schedule attached – if option is exercised.</th>
</tr>
</thead>
</table>

Request for Quotation – Vivid Sydney Event Plant & Hedging Services
Event Dates: 24 May – 15 June 2024
Bump in from: 14 May 2024 (Subject to scheduling)
Bump out from: 15 June 2024 (Subject to scheduling)

**Period 3**
**Vivid Sydney 2025**
On signing of agreement to completion of Services as outlined in the schedule attached – if option is exercised.

Event Dates: 23 May – 14 June 2025
Bump in from: TBC
Bump out from: TBC

**Period 4**
**Vivid Sydney 2026**
On signing of agreement to completion of Services as outlined in the schedule attached – if option is exercised.

Event Dates: 22 May – 13 June 2026
Bump in from: TBC
Bump out from: TBC

**Please note:** dates to be used as a guide and subject to change.

**Timeline:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for receipt of clarification requests</td>
<td>10:00am, Wednesday 31 August 2022 (AEST – Sydney Time)</td>
</tr>
<tr>
<td>RFQ closing date</td>
<td>10:00am, Wednesday 7 September 2022 (AEST – Sydney Time)</td>
</tr>
<tr>
<td>Successful Contractor notified</td>
<td>Week commencing 12 September 2022</td>
</tr>
<tr>
<td>Unsuccessful Contractor(s) notified</td>
<td>Week commencing 12 September 2022</td>
</tr>
<tr>
<td>Commencement of Contract</td>
<td>Monday, 19 September 2022</td>
</tr>
</tbody>
</table>
Selection Criteria:

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value for money</td>
<td>30%</td>
</tr>
<tr>
<td>Relevant qualification(s), certification(s) and experience of proposed staff and / or key personnel.</td>
<td>25%</td>
</tr>
<tr>
<td>Demonstrated experience in designing, scoping and managing the delivery of plant &amp; hedging requirements for multi-day, outdoor major events and festivals across multiple precincts.</td>
<td>25%</td>
</tr>
<tr>
<td>Proven ability to deliver services within agreed project timeframes and budgets. Proven ability and resources to provide additional plant &amp; hedging and/or replace if required throughout the festival.</td>
<td>15%</td>
</tr>
<tr>
<td>Compliance with this Request for Quotation.</td>
<td>5%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

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 written response of no more than four (4) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A.
2. An itemised quotation based on the requirements listed in Annexure A, including details on flexibility of hours regarding cancellation penalties and timeframes, changes to shift times and shift duration cut off times. Provide a separate quote for 2023, 2024, 2025 and 2026.
3. An itemised rate card including:
   - Individual plant hire rates for the event period as outlined in Annexure A and/or other plant varieties that maybe of interest.
   - Individual tree, plant, shrub and planter replacement cost from theft or damages
   - Labour rates to include call out fees and penalties for tree, plant, shrub and planter replacement or repair.
4. Please outline your company’s approach attaining consistency and growing capacity in height, size and varieties to ensure a uniform presentation across the Vivid Sydney footprint.

5. Copies of your company’s current capability statement including at least two (2) references and copies of any qualifications you hold.

Destination NSW may opt not to engage with the successful contractor on specific elements of this request for quotation due to ongoing operational variations.

Clarification of Requests for Quotes:
If you require clarification on the above request, please click here to email the Vivid Sydney team.

Please note that any clarification will be given to the other contractor that have been offered the opportunity to provide a quote. Clarification Addendums will be posted via the Work with Us page on the Vivid Sydney website.

How to respond to a Request for Quotation (RFQ):
Please review the relevant RFQ documentation, Clarification Addendums, Frequently Asked Questions and Terms & Conditions prior to preparing your response.

Respondents should address the specific requirements of the services and, the selection criteria detailed within the RFQ documentation. Answers and supporting documentation will need to be uploaded via the Vivid Sydney Website using the Apply Now button.

Please ensure that you have prepared a separate PDF document for each of your responses to the selection criteria.

NB: This form cannot be saved or changed after submission, please ensure that you check the accuracy of your information prior to submitting.

<table>
<thead>
<tr>
<th>ANNEXURE A</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOPE</td>
</tr>
</tbody>
</table>

Destination NSW seeks the services of a contractor to deliver a turnkey solution in the provision of plant and hedging rental to include delivery, install, maintenance to include watering, damage reporting, replacement and removal.

Key Locations:

The anticipated Precincts for these services include:
- Circular Quay
- The Rocks
- Campbells Cove & Hickson Road Reserve
- Sydney CBD North
- Barangaroo
- Darling Harbour
- The Goods Line
- Central Station
- And other locations to be confirmed
SPECIFICATION OF SERVICES

Destination NSW seeks the services of a contractor to provide Event Plant & Hedging services throughout Vivid Sydney 2023 with an option for 2024, 2025 and 2026 (at Destination NSW discretion).

The Contractor will work collaboratively with the Vivid Sydney Event Operations Team to scope, plan, implement and deliver plant & hedging services.

The Contractor will be responsible for ensuring that all items are safely installed and maintained during the Event period to deliver a successful plant & hedging service across multiple precincts.

Vivid Sydney 2023 Requirements:

Section A: Rate card costs
- Estimated 150 x Charcoal 1000mm x 450mm PVC Planter boxes to include ballast and levelling.
- Estimated 450 x 300 – 400mm pot hedged at 800mm high Gardenia Florida or equivalent (3 per planter box).
- Estimated 150 x 1000 x 450mm Fibreglass Planter boxes including ballast and levelling.
- Estimated 450 x 300 – 400mm pot hedged at 1200mm high Gardenia Florida, Viburnum or equivalent (3 per planter box).
- Variations of this to suit demands in different locations (Natives only).
- Provide other species and cost per plant that your company recommends for varying applications.
- Labour and transport for Bump in, Festival maintenance and Bump out.

Event requirements:
- Provide a maintenance schedule to including watering, maintenance, cleaning and repairs during event operation.
- Provide maintenance reports including damages, repair and replacement costs after each visit.

Key Accountabilities:
- Event Plant & Hedging services in keeping with relevant ISO, Australian Standards and relevant legislation.
- Provision of suitably experienced labour required to successfully install and maintain the plant & hedging items.

The successful contractor will have specific tasks as follows:
- Prepare detailed item lists.
- Provide maintenance schedule and methodology around ensuring the maintenance and watering is not impacting to the non-event community and all locations to be kept clean and water over spill free.
- Provide input into Event production documentation as directed or required.
- Provide installers for the bump in, Event period and bump out.

- Be on site and on call throughout the Event period to provide immediate support on both a pre-planned and as required basis.

- Provision of certified risk assessment, strategic risk register and SWMS.

- Completion of Destination NSW strategic risk register.

- Contribute to relevant stakeholder meetings including production, working group meetings and debriefs if required.

- Be able to take direction from Destination NSW or any other authorised third party.

- Must be able to work to strict deadlines, and must have appropriate staff to facilitate the provision of services.

- Any other administrative duties as required or directed by Destination NSW to deliver the above scope of work.

- Provide an after-hours contact number for emergency maintenance through the event period.

**GENERAL ITEMS**

- The contractor must provide appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum $20 million.

- The contractor must provide appropriate workers compensation insurance – as required by law.

- The contractor must adhere to all relevant laws and regulations, including the Commonwealth Modern Slavery Act.

- The contractor must provide an Australian Business Number or Australian Company Number.

- The Contractor must conduct and provide a valid risk assessment and Covid-19 safety plan.

- Contractor/s must have qualifications, licencing and accreditations relevant to undertake the works detailed herein. Copies to be provided to Destination NSW.

**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 and/or any sub-contractor/s contracted by the successful contractor.

- 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 contractor will agree to execute all documents and do all things required for the purposes of giving effect to this.

- **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 contractor, with such termination being effective upon expiration of the 30-day period. Destination NSW is not liable for any payments to the contractor beyond the 30-day notice period, and such amount will be received by the contractor 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. This clause is not reciprocal.

### 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 if required.
- Compound area at suitable locations on the Vivid Sydney footprint.
- Access to water for watercart refills.