Request for Quotation – Event Industry General Labour Services

Request:
Destination NSW is seeking an itemised quotation for the provision of Event Industry General Labour Services for Vivid Sydney 2023.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Event Dates</td>
<td>26 May – 17 June 2023</td>
</tr>
<tr>
<td>Bump in from</td>
<td>10 May 2023 (Subject to scheduling)</td>
</tr>
<tr>
<td>Bump out from</td>
<td>17 June 2023 (Subject to scheduling)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for receipt of clarification requests</td>
<td>10:00am, Monday 5 September 2022 (AEST – Sydney Time)</td>
</tr>
<tr>
<td>RFQ closing date</td>
<td>10:00am, Monday 12 September 2022 (AEST – Sydney Time)</td>
</tr>
<tr>
<td>Successful Contractor notified</td>
<td>Week Commencing 19 September 2022</td>
</tr>
<tr>
<td>Unsuccessful Contractor(s) notified</td>
<td>Week Commencing 19 September 2022</td>
</tr>
<tr>
<td>Commencement of Contract</td>
<td>Week Commencing 10 October 2022</td>
</tr>
</tbody>
</table>

Selection 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>Demonstrated experience, reliability and successful delivery in providing similar services for large-scale, multi-day major events across multiple precincts.</td>
<td>25%</td>
</tr>
<tr>
<td>Demonstrated capacity to deliver the specifications, resources and services within the timeframes required, key considerations and general items outlined in Annexure A.</td>
<td>25%</td>
</tr>
<tr>
<td>Human resource capacity including qualifications, skills, experience and proposed extent of the respondent’s key personnel involvement including sub-contractors.</td>
<td>15%</td>
</tr>
<tr>
<td>Compliance with this Request for Quotation.</td>
<td>5%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></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. A rate card 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. A written response outlining your proposed quality assurance
processes to ensure that all requirements are delivered to an exceptionally high standard including details of any contingency or assumptions.

3. Copies of your / your company’s current Curriculum Vitae 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 goods/contractors 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.

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### ANNEXURE A

### SCOPE

Destination NSW seeks the services of a Contractor or Contractors to coordinate and deliver Event Industry General Labour Services for Vivid Sydney 2023.

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) Applicable road closure timing from 17:00 to 00:00; approx. 50,000 in attendance.

**Level 2** - Moderate attendance (Friday and Sunday nights) Applicable road closure timing from 17:00 to 00:00; approx. 70,000 in attendance.

**Level 3** - High attendance (Saturday nights) Applicable road closure timing historically 17:00 to 01:00; 100,000 in attendance.

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 Event Industry General Labour 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.

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

Vivid Sydney’s Event Industry General Event Labour Services supplier will be required to work collaboratively with the Vivid Sydney Event Operations Team, Appointed Precinct Management Team and other third-party contractors, to deliver labour service requirements detailed in the schedules herein, throughout Vivid Sydney 2023.

Particular Exclusions:
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 contractors/s will be expected to:
- 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.
- Provide a Targeted Risk Assessment and Risk Register.
- Provide a full itemised daily breakdown of labour used in each zone deemed by Destination NSW at time of cost estimations.
- Along with their key 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.
- 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.
- 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.
- Acknowledge that payment for the services will be provided in accordance with 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.
- Provide invoices to Destination NSW weekly with complete timesheets for reconciliation and approval by Destination NSW for each zone as outlined by Destination NSW at cost estimation stage.
The successful contractor is expected to provide the following as part of the service delivery:

- Standard Basic tools (i.e. cutters, Shifters, gloves etc).
- Clean and presentable staff uniform or dress-code for all staff working under this contract.
- Basic PPE, high vis-vest, enclosed footwear, hard hat and own water bottle, (no single-use plastics).
- Completion of any identified staff induction process prior to staff arriving on site.
- Conduct toolbox talks at commencement of each shift to inform all crew of actions and responsibilities.
- WHS Induction White Card required.
- An estimated 16 shifts during the festival operating are required to have Working with Children’s Checks.

**Labour Requirements:**

Please provide a rate card quote including variations for different crew skill levels as requested below:

- Project Manager / Crew Chief
- General Labour
- Forklift Operators - 2.5T/5T
- EWP Operators Under 11 metres
- EWP Operators Over 11 metres
- Crane Operators (CN) (Telehandler)
- Vehicle Drivers (Class C)
- Logistic Drivers (Class HR)

**Please include within rate card:**

- Penalty rates across the 24-hour periods.
- Crew break requirements.
- Booking cut off times.

**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 professional liability insurance. Minimum $10 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.
- 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 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 contractor will agree to execute all documents and do all things required for the purposes of giving effect to this.
- Abiding by a contractor's 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 contractor, 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.
- If the contractor does not perform the services required, the contractor is not entitled to receive any further payments and must if so required by notice in writing to the contractor 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 seven (7) days of the date of such demand by Destination NSW or within such longer period as specified by Destination NSW.
- The successful contractor will be required to provide all relevant accreditation, licenses and qualifications. This includes providing ‘working with children’ checks and Police checks.
- 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 and be compliant with any relevant legislation in regard to payments.
- All case studies and public presentations require the prior written approval of Destination NSW.

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.
- A site shed in a suitable location for the duration of the Bump in, Festival and Bump out.