

Request for Quotation – Event Rigging Services 2023 and 2024

Request:

Destination NSW is seeking responses and an itemised quotation for the provision of **Event Rigging** services for Vivid Sydney 2023, with an option to renew the contract for services for Vivid Sydney 2024 (exercised at the sole discretion Destination NSW).

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:

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:

Period 1 Vivid Sydney 2023	On signing of agreement to completion of Services as outlined in the schedule attached
Event Dates	26 May – 17 June 2023
Bump in from	16 May 2023 (Subject to scheduling)
Bump out from	17 June 2023 (Subject to scheduling)
Period 2 Vivid Sydney 2024	On exercise of the option by Destination NSW and subject to execution of any variation to the agreement if necessary.
Event Dates	24 May – 15 June 2024 TBC
Bump in from	14 May 2024 (Subject to scheduling)
Bump out from	15 June 2024 (Subject to scheduling)

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

Destination NSW will advise the successful contractor in writing 60 days before the contract period ends if it wishes to execute Period 2. If the option is not exercised, Destination NSW has no further liability to the successful contractor. If necessary, Destination NSW may also require a variation to the agreement to the executed. .

Timeline:

Deadline for receipt of clarification requests	10:00am on Wednesday 10 August 2022 (AEST)
RFQ closing date	10:00am Wednesday 17 August 2022 (AEST)
Successful contractor notified	Wednesday 24 August 2022
Unsuccessful contractor(s) notified	Monday 29 August 2022
Commencement of Contract	Monday 5 September 2022

Selection Criteria:

Criteria	Weighting (%)
Value for money	30%
Relevant qualification(s), certification(s) and experience of proposed staff and / or key personnel	25%
Demonstrated experience in designing, scoping and managing the delivery of complex rigging requirements for multi-day, outdoor major events and festivals across multiple precincts.	25%
Proven ability to deliver services within agreed project timeframes and budgets	15%
Compliance with this Request for Quotation	5%
TOTAL	100%

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.

1. A written response of no more than two (2) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A
2. An itemised quotation* for Period 1 including:
 - a. Review of Services to provide cost estimations (September - December 2022)
 - b. Pre-Production (February – April 2023)
 - c. Event Period (May – June 2023)

3. An itemised quotation* for Period 2 (at Destination NSW discretion) including:
 - a. Review of Services to provide cost estimations (September – December 2023)
 - b. Pre-Production (February – April 2024)
 - c. Event Period (May – June 2024)

* Please provide rate-cards as requested below within Annexure A for the Event Rigging Services within the Sydney CBD area, based on periods above.

Clarification of Requests for Quotes:

If you require clarification of this Request for Quotation, please click [here](#) to email the Vivid Sydney team. Please note that any clarifications will be given to other 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.

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

ANNEXURE A

SPECIFICATION OF SERVICES

Destination NSW seeks the services of a contractor to provide compliant and certified Event Rigging services and support to Vivid Sydney Light Artists throughout the build, bump in, Event and bump out period of Vivid Sydney 2023 with an option for 2024 (at Destination NSW discretion).

The Contractor will work collaboratively with the Production Manager, Vivid Light, Technical Manager, Vivid Sydney and Event Operations Manager, Vivid Sydney to scope, plan, implement and deliver rigging services for program content, including light installations, large-scale activations and lighting / projection treatments.

The Contractor will be responsible for ensuring that program content is safely installed, operated and maintained during the Event period and will deliver a successful rigging plan across multiple precincts.

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

Rate Card to be provided:

Please provide rate cards for the provision of associated rigging equipment to include truss configuration options, ballast, tube and, fit, chain hoists, chain blocks and other top and bottom rigging kits to include, by way of example: shackles, slings, scaffold, clamps, and ratchet straps and any other necessary equipment.

Please provide fixed hourly rate-cards for accredited, qualified and certified riggers, stagehands, plant operators, any other associated labour and transportation costs to Sydney CBD.

Please note: Rate Cards to be provided separately for 2023 & 2024.

Key Accountabilities:

- Event Rigging services in keeping with relevant ISO, Australian Standards and relevant legislation
- Dedicated Project Administration manager for review of service, pre-production and event period
- Liaison with Vivid Light Artists and provision of technical advice and assistance where required
- Provide design and CAD drawings based on the Vivid Sydney requirements for review and approval by Destination NSW's nominated Engineering Contractor
- Provision of suitably qualified and experienced labour required to successfully install, operate and maintain the Event Rigging Services across the Vivid Sydney footprint and associated Vivid Sydney venues.

Specific tasks are as follows:

- Prepare detailed equipment lists and provide relevant rigging equipment to deliver installations or treatments safely and to a high standard
- Provide technical advice to Vivid Light Artists and other Event stakeholders as required throughout the build, bump in, Event and bump out periods. Provide input into Event technical and production documentation as directed or required
- Be on call throughout the Event period to provide immediate technical support on both a pre-planned and as required basis
- Provision of risk assessment and SWMS (Safe Work Method Statements)
- Completion of Destination NSW strategic risk register
- If applicable, completion of a COVID Safety management plan.
- Contribute to relevant stakeholder meetings including production, working group meetings and debriefs
- 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.

- In consultation with Destination NSW's nominated Engineering Contractor develop methodologies against the Vivid Sydney Wind Management plan on derig and reriig procedures where required.

Equipment:

- The successful Contractor will be required to provide their own:
 - Laptop and any software to deliver the required services
 - Mobile phone, including costs associated with use
 - Staff recruitment, management, catering, uniforms or other staff engagement / benefit costs
 - Parking, travel and mobilisation costs
- Relevant rigging equipment as per cost estimations provided by the Contractor

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
- Services and equipment must be of the highest quality, guaranteed and fit for purpose
- The contractor must provide an Australian Business Number or Australian Company Number

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, including, without limitation, all design and CAD drawings, equipment lists or methodologies created by the Contractor for the purpose of the Services, will vest in and be owned by 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.
- Ensuring that all rigging is certified by the Destination NSW's qualified engineering contractor (as/where requested), and to provide evidence of this to Destination NSW.
- Indemnifying Destination NSW for all work carried out
- Abiding by a supplier'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 notice 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 termination right 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 7 days of the date of such demand by Destination NSW or within such longer period as specified by Destination NSW.

- A minimum 30 day payment term applies to invoices issued by the Contractor to 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 contractor will be required to provide all relevant accreditation, licenses and qualifications.

DESTINATION NSW WILL PROVIDE

- Technical, creative and operational details for identified Vivid Sydney Program Content across the Destination NSW produced Event Precincts
- Specialist plant and equipment (e.g. forklifts, scissor lifts, boom lifts) where planned works require these resources on site
- Access to any available historical Event documentation as required
- Radio communication equipment (as reasonably provided by Destination NSW) for use throughout the Event Period