

Request for Quotation – Event Ground Protection 2023, 2024 & 2025

Request:

Destination NSW is seeking an itemised quotation for the provision of **Event Ground Protection** for Vivid Sydney 2023, with an option to renew the contract for services for Vivid Sydney 2024 and 2025 (option to be exercised at the sole discretion of 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 signing of agreement to completion of Services as outlined in the schedule attached – if option is exercised
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	TBC
Bump in from	May 2025 (Subject to scheduling)
Bump out from	June 2025 (Subject to scheduling)

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

Timeline:

Deadline for receipt of clarification requests	10:00am, Monday 15 August 2022 (AEST)
RFQ closing date	10:00am, Monday 22 August 2022 (AEST)
Successful Contractor notified	Week Commencing 29 August 2022
Unsuccessful Contractor (s) notified	Week Commencing 29 August 2022
Commencement of Contract	5 September 2022

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%

Demonstrated capacity to deliver the specifications, resources and services within the timeframes required, key considerations and general items outlined in Annexure A.	25%
Human resource capacity including qualifications, skills, experience and proposed extent of the respondent's key personnel involvement including sub-contractors.	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.

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 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 and proposed maintenance schedule based on the supplier's experience in providing for long running events of this scale.
3. Copies of your / your company's current Curriculum Vitae including at least two (2) references and copies of any qualifications you hold.
4. 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)
5. 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)
6. An itemised quotation* for Period 3 (at Destination NSW discretion) including:
 - b. Review of Services to provide cost estimations (September – December 2024)
 - c. Pre-Production (February – April 2025)
 - d. Event Period (May – June 2025)

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

Destination NSW may elect to engage with the successful Contractor on specific elements of this request for quotation, but not others due to ongoing operational variations. This election will be at the

sole discretion of Destination NSW and the Contractor should indicate from the outset in its response to this RFQ whether it is willing to accept a contract for part but not all of the services set out below.

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 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.

ANNEXURE A

SCOPE

SPECIFICATION OF SERVICES

Destination NSW seeks the services of a Contractor or Contractors to coordinate and deliver event Ground Protection Services for Vivid Sydney 2023, with two separate options to renew for 2024 and 2025 (each at Destination NSW's discretion).

The Contractor will work collaboratively with the Event Operations Manager, Vivid Sydney, Event Operations Coordinator, Vivid Sydney, Production Manager, Vivid Light and Technical Manager, Vivid Sydney to scope, plan, implement and deliver ground protection.

The Contractor will be required to work collaboratively with the Event Operations Team, Vivid Sydney and any third-party contractors, to deliver, install, manage, maintain and remove the infrastructure requirements detailed in the schedules herein.

The Contractor will be responsible for ensuring that the ground protection is safely installed and maintained during the Event period.

The anticipated locations for these services include:

- Circular Quay
- The Rocks
- Campbells Cove & Hickson Road Reserve
- Sydney CBD North
- Barangaroo
- Darling Harbour
- The Goods Line

- Central Station
- Other locations to be determined at review of service stage

Rate Cards to be provided:

Types and indicative quantities of equipment required have been identified for respondents to take into consideration.

This is a non-exhaustive list of requirements and does not indicate the final type or quantities of equipment that will be required for the 2023, 2024 & 2025 events. Destination NSW encourages respondents to suggest and propose alternative, sustainable, and innovative products if available. The final colour of Ground Protection will be tailored to sites as required and confirmed with the successful respondent. Respondents should highlight in their quote if there is a price variation depending on colour. Equipment will be installed over the course of the bump in period, as per a schedule provided by Destination NSW.

Please provide product types and colours available for each product.

Equipment:

- Flexible Pedestrian Grass Protection estimated up to 10,000m²
- Heavy Duty Grass Protection estimated up to 5,000m²
- Pedestrian Grass protection edges to suit above
- LD Panels or equivalent estimated up to 2000m²

Consumable items:

- Geotech Membrane Underlay - to be utilised under all ground protection products
- PVC Plastic
- Grass Protection Pegs per 100

Please provide fixed hourly rate-cards for associated labour and transportation costs to Sydney CBD.

Please note: Rate Cards to be provided separately for 2023, 2024 & 2025.

Key Accountabilities:

- Infrastructure must be suitable for all weather public access, with a slip rating of P3 or above as noted in AS 4663:2013. Infrastructure must also be clean, functioning and ready for use.
- Dedicated Project Administration Manager for review of service, pre-production and event period.
- Mobilise and demobilise all the infrastructure as listed above
- Provide all required, appropriately accredited, licenced and qualified labour/personnel to facilitate the mobilisation and demobilisation of all quoted plant, equipment and infrastructure in line with the requirements herein at the locations specified, on schedule and in consultation with the Destination NSW team.

Specific Tasks are as follows:

- Prepare detailed equipment lists and provide relevant ground protection to deliver safely and to a high standard
- Be on call throughout the Event period to provide immediate 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 Safety Contractor develop a detailed public access plan against AS 4663:2013 and provide the results of a slip test undertaken by a qualified engineer/company
- Provide a letter or statement upon installation of the infrastructure to confirm the safe and correct installation according to manufacturer's directions
- Along with their 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.
- The standard of installation must be of the highest quality and consistent across all areas. Infrastructure needs to be flush to edges where appropriate.

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
- All personnel are expected to be provided with appropriate high-visibility uniform/s, wet weather, PPE (Personal Protective Equipment) and equipment required to deliver upon their assigned roles and responsibilities where necessary.
- Parking, travel and mobilisation costs
- Relevant equipment as per cost estimations provided by the Contractor

Particular Exclusions:

Third-party Precincts are responsible for their own consultation with infrastructure contractor/s in development and implementation of their site requirements. Sponsorship Activations will be treated as a separate component and billed separately.

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
- The Vivid Sydney sustainability program includes various initiatives to minimise the environmental impacts of the event, focusing on key areas such as; energy, waste, materials, water, transport and social impact. Vivid Sydney will generate and distribute a survey post-event, you will be required to submit details on what was used/produced, how much was used/produced and upload supporting files such as receipts, invoices or bills as evidence. Collection of this information will be tied to milestone payments as per contract of engagement.

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 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

- 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.