Request for Quotation – Precinct Management Labour Services

Request:

Destination NSW is seeking an itemised quotation for the provision of Precinct Management Labour Hire for Vivid Sydney 2023, with an option to renew the contract for services for Vivid Sydney 2024 (exercised at the sole discretion of Destination NSW).

Please note this is not a position of employment but a contract for the supply of services. Companies can propose a person for this contract. Individuals with an ABN as either sole trader or company can apply for the supply of services.

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:

<table>
<thead>
<tr>
<th>Period 1</th>
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<tbody>
<tr>
<td>Vivid Sydney 2023</td>
<td>On signing of agreement to completion of Services as outlined in the schedule attached</td>
</tr>
<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>
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</tbody>
</table>
Period 2
Vivid Sydney 2024

| Event Dates | 24 May – 15 June 2024 TBC |
| Bump in from | 10 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 within 60 days after 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, Monday 29 August 2022 (AEST – Sydney Time) |
| RFQ closing date | 10:00am, Monday 5 September 2022 (AEST – Sydney Time) |
| Successful Contractor notified | Week Commencing 12 September 2022 |
| Unsuccessful Contractor (s) notified | Week Commencing 12 September 2022 |
| Commencement of Contract | Tuesday 4 October 2022 |

Selection Criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting (%)</th>
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</thead>
<tbody>
<tr>
<td>Value for money</td>
<td>30%</td>
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<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>Proven ability to effectively manage a team, under pressure and with a need to balance priorities, preferably in a major events or festival context.</td>
<td>20%</td>
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<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>10%</td>
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</tbody>
</table>
What Destination NSW requires:

Destination NSW requires an itemised quotation which addresses the items in Annexure A and Annexure B, 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 and Annexure B.
2. Copies of your / your company’s current Curriculum Vitae including at least two (2) references and copies of any qualifications you hold.
3. An itemised quotation based on the requirements listed in Annexure A and Annexure B, 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 and 2024.
4. An itemised fixed hourly rate-cards for all staff levels including penalty rates.

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](link) 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](link) 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](link) 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

Destination NSW seeks the services of a Contractor or Contractors to coordinate and deliver Precinct Management Labour Services for Vivid Sydney 2023, with an option to renew for 2024 at Destination NSW's discretion.

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 compared 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.

The Precinct Management Roster as defined by Destination NSW will include provisions for workforce and infrastructure resourcing nightly, before ‘Lights On!’ and after ‘Lights Off’ including the five-hour festival period and if there are any inclement weather events which require assistance. The festival operates 7 days a week with contractors required to work 6 days per week on a 7-day rotation.

The Precinct Management 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

The Precinct Management Services Contractor/s will work collaboratively with the Vivid Sydney Operations Manager, Vivid Sydney Production Manager, and the Vivid Sydney Technical Manager to successfully support the planning, organisation, and coordination of effective site operations for precincts that are produced and operated directly by Destination NSW.

**Vivid Sydney – Lead Precinct Manager:** One (1) position to be available for an eighty four (84) day contract (Mon 3 April - Fri 23 June) for an estimated six days a week at approximately twelve hours per day, on a 7 day rotation from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling and working outdoors. The term above includes up to ten (10) pre-production days based on weekdays and hours including 9.00am – 5:30pm. The Lead Precinct Manager must be available to attend the following meetings:

- Vivid Sydney Working Groups, February – May 2023 (4 x 3 hrs meetings)
- Precinct Management Production WIPs March – May fortnightly (6 x 1 hrs meetings)
- Internal Readiness Exercise, * April 2023 (Approximate and subject to confirmation)
- Inter-Agency Risk Exercise, * May 2023

**Vivid Sydney – Precinct Manager:** Up to seven (7) positions available for a forty five (45) day contract (Thursday 10 May - Friday 23 June) for an estimated six days per week at approximately twelve hours per day, on a 7 day rotation from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling and working outdoors.

**Vivid Sydney – Precinct Coordinator:** Up to nine (9) positions available for a forty five (45) day contract (Thursday 10 May - Friday 23 June) for an estimated six days per week at approximately twelve hours per day, on a 7 day rotation from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling and working outdoors including Boneyard management. For the avoidance of doubt, Destination NSW will seek multi-skilled individuals who hold the required plant and equipment licenses/qualifications to best resource the team/solution.

**Vivid Sydney – Event Drivers/Runners:** Up to two (2) positions available for a forty five (45) day contract (Thursday 10 May - Friday 23 June) for an estimated six days per week at approximately twelve hours per day, on a 7 day rotation from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling and working outdoors. For the avoidance of doubt, Destination NSW will seek multi-skilled individuals who hold the required plant and equipment licenses/qualifications to best resource the team/solution.

**Vivid Sydney – Event Control Centre Precinct Management Logger:** Up to one (1) position available for a twenty six (26) day contract (Wednesday 24 May - Sunday 18 June) for an estimated six days per week at approximately twelve hours per day, on a 7 day rotation from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve monitoring, logging and consultation in the Event Control Centre.

**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.
- The contractor(s) are engaged for a contract for services and not a position of employment.

### 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 material created for the purpose of this contract (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. The Project Material once assigned may be used by Destination NSW, tourism trade stakeholders, media and the NSW Government.
- 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

Destination NSW will provide the following to the successful contractor delivering the outcomes outlined above:
A limited number of Event radios and accessories as agreed by Destination NSW
Footprint/grid map of the Vivid Sydney Precincts
Any plant, equipment and infrastructure required to deliver the Event
Any consumables required to deliver the Event
Access to any mandatory online inductions and training systems

ANNEXURE B

Roles & Responsibilities

Vivid Sydney – Lead Precinct Manager

The successful contractor will work under the direction of the Event Operations Manager, Vivid Sydney, Production Manager, Vivid Light and the Technical Manager, Vivid Sydney to oversee and manage Precinct Managers and Precinct Coordinators rostered across the following precincts, subject to confirmation:

One position is available for a eighty four (84) day contract (Mon 3 April - Fri 23 June) for an estimated six days a week at approximately twelve hours per day, on a 7 day rotation from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling and working outdoors.

Specific tasks are as follows:
- Coordinate infrastructure deployment on the ground with suppliers and ensure all elements are delivered in accordance with the approved site plans and schedules
- On ground management of all rostered Precinct Managers, Precinct Coordinators and Site Labour to ensure required tasks are addressed and attended to in a timely manner
- Where appropriate and applicable, communicate with all relevant stakeholders on the ground. For the avoidance of doubt this includes following the correct escalation procedures where additional stakeholder engagement is required
- Acting as WHS representatives on the footprint to ensure all staff, contractors and Artists are working safely and in accordance with any approved Safe Work Method Statements (SWMS), Risk Management Plans and overarching Destination NSW policies and procedures
- Being responsible for cross-checking induction records on site to ensure that all staff, contractors and volunteers working across the Event Site have successfully completed the required safety inductions
- Supporting the Event Operations Coordinator and Production Coordinator in delivering all site aspects of the Event
- Attendance on site at the Event Precinct or Event command and control facilities as required throughout the Event
- Logging daily incidents and updates on Destination NSW nominated online/logging system during the bump in, Event and bump out periods
- Working as directed to help update Event specific production and operational schedules, including the master Event schedule, external Event schedule and master delivery schedule with the Event Operations Manager and Event Operations Coordinator
- Working as directed to help update the relevant daily call-sheets and schedules throughout the Vivid Sydney period with the Event Operations Coordinator and Event Production Coordinator
- Compiling of daily reports from Precinct Managers and Precinct Coordinators to ensure all reports are submitted on a daily basis.
• Liaising with Destination NSW appointed safety officers to ensure all safety actionable are delivered within a timely manner
• Work collaboratively with Destination NSW’s identified Artists, Contractors and Suppliers to manage the successful delivery of all program content, ensuring that all works are delivered as planned, to schedule and to an exceptionally high standard. Notify the appropriate personnel immediately, should works deviate from plans, schedules or not meet requirements following the correct issue resolution and escalation procedures provided
• Any other general work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

Qualifications Requested for Lead Precinct Manager:
• White Card WHS Induction (Favourable)
• Unrestricted Drivers License (Required)
• Senior First Aid (Favourable)
• Public Liability & Work Cover Insurance (Required)

Reporting Obligations:
• Vivid Sydney Event Operations Manager
• Vivid Sydney Production Manager, Vivid Light
• Vivid Sydney Technical Manager, Vivid Light
• Vivid Sydney Event Operations Coordinator
• Vivid Sydney Production Coordinator, Vivid Light

Roles reporting to this position:
•Precinct Managers
•Precinct Coordinators
•General Site Labour

Vivid Sydney – Precinct Manager:
The successful contractor will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Production Manager, Vivid Sydney Technical Manager and Lead Precinct Manager to ensure the successful delivery of the Vivid Sydney Event (including all operational and creative elements).

Up to seven (7) positions available for a forty five (45) day contract (Thursday 10 May - Friday 23 June) for an estimated six days per week at approximately twelve hours per day, on a 7 day rotation from the beginning of bump-in through to the end of bump-out. Hours per day may vary or extend beyond those stated hours and the workload will involve manual handling and working outdoors.

Specific tasks are as follows:
• Coordinate infrastructure deployment on the ground with suppliers and ensure all elements are delivered in accordance with the approved site plans and schedules
• On ground management of all rostered Site Labour to ensure required tasks are addressed and attended to in a timely manner
• Where appropriate and applicable, communicate with all relevant stakeholders on the ground. For the avoidance of doubt this includes following the correct escalation procedures where additional stakeholder engagement is required
• Acting as WHS representatives on the footprint to ensure all staff, contractors and Artists are working safely and in accordance with any approved Safe Work Method Statements
(SWMS), Risk Management Plans and overarching Destination NSW policies and procedures

- Operate and relocate identified site plant and equipment (including forklifts, telehandlers, boom-lifts and transport vehicles) across the Event Site as required
- Support the Vivid Sydney Operations Coordinator, Event Production Coordinator and Lead Precinct Manager in delivering all site aspects of the Event
- Be in attendance on site at the Event precinct throughout the Event
- Work as directed to help update Event specific production and operational schedules, including the Master Event Schedule, External Event Schedule and Master Delivery Schedule
- Work as directed to help update the relevant daily call-sheets and schedules throughout the Vivid Sydney period
- Providing Daily reports during the bump in, event and bump out
- Work collaboratively with Destination NSW's identified Artists, Contractors and Suppliers to manage the successful delivery of all program content, ensuring that all works are delivered as planned, to schedule and to an exceptionally high standard. Notify the appropriate personnel immediately, should works deviate from plans, schedules or not meet requirements following the correct issue resolution and escalation procedures provided
- Be responsible for ensuring that all Artists/Suppliers/Contractors working on site have successfully completed all required inductions before commencing work, report issues following the correct resolution and escalation procedures provided
- Any other general work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

**Qualifications Requested for Precinct Manager:**

- White Card WHS Induction (Favourable)
- Unrestricted Drivers License (Required)
- High Risk Work License – Forklift (Required)
- High Risk Work License – Elevated Work Platform (Required)
- High Risk Work License – Boom Lift (Favourable)
- Senior First Aid (Favourable)
- Public Liability & Work Cover Insurance (Required)

**Reporting Obligations:**

- Vivid Sydney Event Operations Manager
- Vivid Sydney Production Manager, Vivid Light
- Vivid Sydney Technical Manager, Vivid Light
- Vivid Sydney Event Operations Coordinator
- Vivid Sydney Production Coordinator, Vivid Light
- Lead Precinct Manager

**Roles reporting to this position:**

- Precinct Coordinator
- General Site Labour

**Vivid Sydney - Precinct Coordinators:**

Up to nine (9) positions available for a forty five (45) day contract (Thursday 10 May - Friday 23 June) for an estimated six days per week at approximately twelve hours per day, on a 7 day rotation from the beginning of bump-in through to the end of bump-out. Hours per day may
vary or extend beyond those stated hours and the workload will involve manual handling and working outdoors.

Specifically, Vivid Sydney Precinct Coordinators(s) will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Production Manager, Vivid Sydney Technical Manager, Lead Precinct Manager and Precinct Managers to:

- Support the Vivid Sydney Operations Coordinator, Vivid Sydney Production Coordinator and Precinct Managers in delivering all aspects of the Event Act as a Precinct Manager during split shifts and day-off cover
- Operate and relocate identified site plant and equipment (including forklifts, telehandlers, boom-lifts and transport vehicles) across the Event Site as required
- Undertake general labour duties to assist in installing, unloading, carrying, constructing or otherwise delivering any identified Event Site or Operational equipment and/or infrastructure on the Vivid Sydney footprint
- Work collaboratively with Destination NSW’s identified Artists, Contractors and Suppliers to manage the successful delivery of all program content, ensuring that all works are delivered as planned, to schedule and to an exceptionally high standard. Notify the appropriate personnel immediately, should works deviate from plans, schedules or not meet requirements following the correct issue resolution and escalation procedures provided
- Be responsible for ensuring that all Artists/Suppliers/Contractors working on site have successfully completed all required inductions before commencing work, report issues following the correct resolution and escalation procedures provided
- Any other general work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.
- Management of Boneyards throughout bump in, festival and bump out.

**Qualifications Requested for Precinct Coordinator:**

- White Card WHS Induction (Favourable)
- Unrestricted Driver’s License (Required)
- High Risk Work License – Forklift (Required)
- High Risk Work License – Elevated Work Platform (Required)
- High Risk Work License – Boom Lift (Favourable)
- Public Liability & Work Cover Insurance (Required)

**Reporting Obligations:**

- Vivid Sydney Event Operations Manager
- Vivid Sydney Production Manager, Vivid Light
- Vivid Sydney Technical Manager, Vivid Light
- Vivid Sydney Event Operations Coordinator
- Vivid Sydney Production Coordinator, Vivid Light
- Lead Precinct Manager
- Precinct Managers

**Roles reporting to this position:**

- General Site Labour

**Vivid Sydney – Event Drivers/Runners:**

Specifically, Vivid Sydney Event Drivers/Runners will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Production Manager, Vivid Sydney Technical Manager, Lead Precinct Manager and Precinct Managers to:
• Support the Vivid Sydney Operations in the delivery and pick up of equipment, assets, Artist works and personnel as needed throughout the festival including the bump in, festival days and bump out.
• Operate forklifts and various locations including boneyards and storage facilities to safely undertake the loading and unloading of equipment and assets.
• Undertake general labour duties to assist in installing, unloading, carrying, constructing or otherwise delivering any identified Event Site or Operational equipment and/or infrastructure on the Vivid Sydney footprint
• Work collaboratively with the Vivid Sydney team to ensure pick-ups and deliveries are completed in a safe and efficient manner.
• Management of a logbook of all pick-ups and deliveries across the event period.
• Any other general work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

Qualifications Requested for Event Drivers/Runners:
• White Card WHS Induction (Favourable)
• Unrestricted Driver's License (Required)
• Unrestricted Medium Rigid (MR) License (Favourable)
• High Risk Work License – Forklift (Required)
• Public Liability & Work Cover Insurance (Required)

Reporting Obligations:
• Vivid Sydney Event Operations Manager
• Vivid Sydney Production Manager, Vivid Light
• Vivid Sydney Technical Manager, Vivid Light
• Vivid Sydney Event Operations Coordinator
• Vivid Sydney Production Coordinator, Vivid Light
• Lead Precinct Manager
• Precinct Managers
• Precinct Coordinators

Roles reporting to this position:
• General Site Labour

Vivid Sydney – ECC Precinct Management Logger:

Specifically, Vivid Sydney ECC Precinct Management Loggers will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Event Operations Coordinator, Vivid Sydney Production Manager, Lead Precinct Manager and Precinct Managers to:

• Work collaboratively with the entire ECC team monitoring, logging and consultation in the Event Control Centre.
• Monitor specifically all activities across the operations communication platforms
• Create nightly reports based on data from each completed shift across the entire festival

Any other general work that would be to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

Qualifications Requested for ECC Precinct Management Logger:
• White Card WHS Induction (Favourable)
• Excellent radio/comms and logging skills
• Public Liability & Work Cover Insurance (Required)

**Reporting Obligations:**

• Vivid Sydney Event Operations Manager
• Vivid Sydney Production Manager, Vivid Light
• Vivid Sydney Event Operations Coordinator
• Vivid Sydney Production Coordinator, Vivid Light
• Lead Precinct Manger
• Precinct Managers

**Roles reporting to this position:**

• General Site Labour