

Request for Quotation – Provision of Washroom Amenities and Services for Vivid Sydney

Request:

Destination NSW is seeking responses and an itemised quotation for the provision of amenity Services for Vivid Sydney **2024 (with an option for 2025)**.

Please note this is not a position of employment but a contract 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, ideas and food 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 itemized quotation for services detailed in this RFQ document, during the period outlined below:

Period 1 Vivid Sydney 2024	On signing of agreement to completion of Services as outlined in Annexure A
Event Dates	24 May – 15 June 2024
Bump in from	10 May 2024 (Subject to scheduling)
Bump out from	16 June 2024 (Subject to scheduling)
Period 2 – Option if exercised Vivid Sydney 2025	On signing of agreement to completion of Services as outlined in Annexure A
Event Dates	23 May – 14 June 2025 (TBC)
Bump in from	9 May 2025 (Subject to scheduling)
Bump out from	15 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 on Friday 17 November 2023 (AEDT)
RFQ closing date	10:00am, Friday 24 November 2023
Successful contractor notified	Week commencing 04 November 2023
Unsuccessful contractor(s) notified	Week commencing 04 November 2023
Commencement of Contract	Monday 11 December 2023

Selection Criteria:

Criteria	Weighting (%)
Value for money	30%
Demonstrated experience in washroom cleaning services for large scale events	30%
Demonstrated ability to deliver services at a high-quality standard within agreed project timeframes and budgets	30%
Compliance with this Request for Quotation	10%
TOTAL	100%

What Destination NSW requires:

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 for 2024 and 2025 based on the approximate requirements listed in Annexure A
3. Company credentials and examples/references from two previous large scale cleaning jobs

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.

Option to Extend for 2025 Event

Destination NSW may, at its sole discretion, exercise an option to extend for the 2025 Event. If exercising the option to extend, Destination NSW must give notice in writing to the Contractor to be given no less than 60 days after the expiry of Vivid Sydney 2024 i.e. 60 days after 15 June 2024.

Lodgement Details

Please review the relevant RFQ documentation, clarification addendums, frequently asked questions and terms and conditions prior to preparing your response.

Respondents are required to answer the specific requirements of the services and address the selection criteria detailed within the RFQ documentation. Answer and supporting documents 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 washroom amenities and services for Vivid Sydney 2024 and 2025.

The contractor will work with the Head of Events, Operations Manager, Infrastructure & Logistics and Operations Coordinators, to scope, plan and implement the locations, schedules and requirements, including all staff and consumable considerations for Vivid Sydney.

The contractor will be responsible for:

- Providing professional and experienced personnel to execute the bump in, onsite maintenance and bump out of washroom amenities as per the scheduled dates and hours as determined.
- Organise rotational breaks to ensure that all locations have staff coverage during the times specified below during the festival period.
- Reporting any vandalised, damaged or other hazards in the washrooms.
- Responsibility for all elements of employment and/or contractual obligations for staff engaged.

The contractor is responsible for providing Destination NSW with all relevant documentation, including (but not limited to):

- Sustainability plan that aligns with Destination NSW values.
- Risk Management Plan for all works carried out.
- Daily event reports to Destination NSW at the end of each festival night. Destination NSW will provide the reporting form.
- Comply with all relevant laws and Work Health and Safety standards.

Destination NSW is seeking a solution for the following:

DNSW requires an itemised quotation based on the locations and requirements below. As the final requirements are subject to change DNSW will also require a rate card based on the individual items the contractor can offer. Please consider the following in the response:

- All associated costs for the connection and maintenance of the washrooms. Including but not limited to: Pumps, accessories, transport and labour costs.
- The quotation should include any relevant costs for the connection of electrical or plumbing infrastructure to the units. DNSW may elect to engage their own service providers to make any required connections. The supplier/s warrants this is permissible.
- The quotation should also include pricing for traditional toilet options as well as sustainable vacuum options, e.g. Units that are 6-star WELS Certified for water efficiency.
- When quoting on vacuum units this should include all items related to the use and storage of vacuum toilet connections and waste.
- All toilets include sanitary disposal units and associated costs.
- All accessible units include baby change table facilities.
- Each washroom location includes a small storage unit to store washroom consumables.
- Replenishment of the storage unit the provisional items as needed.
- The contractor has the option to include relevant accessories and items in the rate card. Items could include washroom amenity signage and modesty fencing options.

Specific washroom locations are as follows:

Circular Quay

9x Connect 3 pan toilet blocks or equivalent
2x Accessible toilet or equivalent
1x High dependency unit or equivalent
2x Wet decks / handwash stations or equivalent
Sewer point, water and power available onsite

The Rocks

6x Connect 3 pan toilet blocks or equivalent
1x Accessible toilet or equivalent
1x Wet decks / handwash station or equivalent
Sewer point, water and power available onsite

Dawes Point Reserve

1x Staff combination block or equivalent
Sewer point, water and power available onsite

Hickson Road

1x Staff combination block or equivalent
Sewer point, water and power available onsite

Hickson Road Reserve

5x Connect 3 pan toilet blocks or equivalent
1x 4 Pan urinal or equivalent
2x Accessible toilets or equivalent
1x Wet decks / handwash station or equivalent
Sewer point and water not available onsite. Please quote for 5,000L water tank, accessories and
2x pump outs per week
Power available onsite

Barangaroo Headland (Towns Place)

2x Connect 3 pan toilet blocks or equivalent
1x Wet decks / handwash station or equivalent
Sewer point, water and power available onsite

Barangaroo Headland (Stargazer Lawn)

2x Connect 3 pan toilet blocks or equivalent
1x Accessible toilet or equivalent
1x Wet decks / handwash station or equivalent
Sewer point, water and power available onsite

Darling Harbour (Tumbalong Boulevard)

8x Connect 3 pan toilet blocks or equivalent
1x 4 Pan urinal or equivalent
3x Accessible toilets or equivalent
1x High dependency unit or equivalent
2x Wet decks / handwash stations or equivalent
Sewer point, water and power available onsite

Darling Harbour (Tumbalong Park)

2x Connect 3 pan toilet blocks or equivalent
1x Accessible toilet or equivalent
1x Wet decks / handwash station or equivalent
Sewer point, water and power available onsite

The Goods Line Haymarket

3x Connect 3 pan toilet blocks or equivalent
 1x Accessible toilets or equivalent
 1x Wet decks / handwash station or equivalent
 Sewer point, water and power available onsite

Onsite Technicians

3x Onsite technicians to move across the sites
 Nightly from May 24 to June 15, 4:30pm – 11:30pm

Consumables

870x Toilet tissues packets (or similar)
 144x 1L Hand sanitizer for connect 3 (or similar)
 70x 1L Hand soap for wet decks (or similar)

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 Contractor must ensure they adhere to all relevant laws and regulations applicable to the services, including Australian Modern Slavery legislation
- 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. Destination NSW will generate and distribute a survey post-event, and the Contractor 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 which will be set out in the contract of engagement with the successful Contractor

KEY CONSIDERATIONS

The successful contractor will be required to enter 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 developed by the Contractor in connection with the services 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 will be used by Destination NSW, tourism trade stakeholders, media and the NSW Government
- Indemnifying Destination NSW for all work carried out
- 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 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 seven (7) days of the date of such demand by Destination NSW or within such longer period as specified by 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 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 regarding payments.
- Any case studies and public presentations are to be approved by Destination NSW prior to use.
- Any costs incurred in preparing and submitting the RFQ are the responsibility of the Contractor.

DESTINATION NSW WILL PROVIDE

- Dedicated personnel to work alongside the Contractor to manage the relationship.
- Intellectual knowledge from previous years to assist in the planning and implementation stages.
- Detailed Production schedule and site maps for all amenity locations.