

## Request for Quotation – Vivid Sydney - Technical Support Services

### **Request:**

Destination NSW is seeking responses and an itemised quotation for the provision of **Technical Support 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](http://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 2024	On signing of agreement to completion of services
Period 2 – Option if exercised Vivid Sydney 2025	On signing of agreement for period 2 to completion of services

**Timeline:**

Deadline for receipt of clarification requests	10:00am on Friday 17 November 2023 (AEDT)
<b>RFQ closing date</b>	<b>10:00am, Friday 24 November 2023</b>
Successful contractor notified	Week commencing 04 November 2023
Unsuccessful contractor(s) notified	Week commencing 04 November 2023
Commencement of Contract	<b>Monday 11 December 2023</b>

**Selection Criteria:**

Evaluation of all received proposals will be based on the following criteria:

<b>Criteria</b>	<b>Weighting (%)</b>
Value for money	30%
Demonstrated technical experience in lighting, rigging, staging and power articulation and an understanding of the operational requirements of multi-day, outdoor major events and festivals across multiple precincts.	25%
High level of experience in designing, scoping and managing the delivery of complex power generation, distribution and reticulation requirements for multi-day, outdoor major events and festivals across multiple precincts.	20%
Strong written and verbal communication skills, excellent attention to detail, and experience developing and maintaining internal and external relationships.	20%
Compliance with this Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

**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 must also be directed towards the Selection Criteria.

1. A written response of no more than four (4) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A. This will include a Creative Brief response to a lighting installation.
2. An itemised all-inclusive quotation and/or rate card for Period 1 via provision of a day rate exclusive of GST but inclusive of all charges, superannuation, expenses, and other personal inclusions as outlined in Annexure A.

3. An itemised all-inclusive quotation and/or rate card for Period 2 via provision of a day rate exclusive of GST but inclusive of all charges, superannuation, expenses, and other personal inclusions as outlined in Annexure A, inclusive of all charges.
4. Company capability statement / portfolio/ Current curriculum vitae including details for two (2) referees.

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 Request for Quotation:**

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.

### **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**

### **Specifications of service:**

The Contractor will work under the direction of the Technical Manager, Vivid Sydney and Production Manager, Vivid Light and work collaboratively with the Operations Manager, Vivid Sydney to implement and deliver technical services, power overlay and distribution installation for program content, including Vivid Light Walk installations, large-scale activations and digital assets.

The Contractor will be responsible for ensuring that program items are safely installed, operated and maintained during the Event period to deliver a successful power distribution and reticulation plan across multiple precincts.

The anticipated locations for these services include:

- Circular Quay
- The Rocks, Campbells Cove & Hickson Road Reserve
- Dawes Point & Walsh Bay
- Sydney CBD North

- Darling Harbour
- Goods Line
- King St Wharf & Barangaroo
- Other locations to be confirmed

**Key Accountabilities:**

- Provision of suitably qualified, accredited and experienced technical specialists required to install, program and remove light installations and projection treatments, safely, on time and on budget. Responsibility for all elements of employment and/or contractual obligations for the technical specialist(s)
- Provision of suitably qualified, accredited, licenced and experienced labour required to install, operate and maintain the power distribution plan, safely, on time and on budget. Responsibility for all elements of employment and/or contractual obligations for the labour roles defined below.
- Technical services in keeping with relevant ISO, Australian Standards and relevant legislation
- Delivery of a safe, bespoke power distribution plan across all Event Precincts.

**Specific tasks are as follows:****Technical Coordinator**

- Provide one (1) specialist technical assistant for the bump in, event period and bump out. An agreed rotating roster will be developed under the direction of the Technical Manager, Vivid Sydney and Production Manager, Vivid Light to cover day and night shifts. These personnel must hold the following skills / qualifications and must be able to provide evidence of this:
  - NSW Construction Industry White Card
  - High Risk Work License (Forklift)
  - High Risk Work License (Elevated Work Platform)
  - Electrical Test & Tag License
  - Extensive Event / technical training and experience in a management Capacity.
  - The ability to operate in the role of Technical Coordinator across various precincts and work on rotation with Technical Manager Vivid Sydney as required.

**Technical Support Roles:**

- Provide two (2) specialist technical staff / plant operators for the bump in, Event period and bump out. An agreed rotating roster will be developed under the direction of the Technical Manager, Vivid Sydney, Production Manager, Vivid Light to cover day and night shifts. These personnel must hold the following skills / qualifications and must be able to provide evidence of this:
  - NSW Construction Industry White Card
  - High Risk Work License (Forklift)
  - Telehandler Gold Card
  - High Risk Work License (Elevated Work Platform)
  - Electrical Test & Tag License
  - Event / technical training and experience
- Provide a minimum of four (4) and maximum of eight (8) technical staff during the festival period to include bump in and bump out periods to build, construct and program Light Installations including deconstruction. An agreed rotating roster will be developed under the direction of the Technical Manager, Vivid Sydney Production

Manager, Vivid Light to cover day and night shifts. These personnel must hold a range of the following skills / qualifications and must be able to provide evidence of this:

- NSW Construction Industry White Card
  - Event / technical training and experience
  - Lighting experience including DMX programming or similar
  - Electrical design / coding experience
  - LED screen and associated software experience
  - Construction / carpentry skills
  - Electrical installation / safety protocols
  - Rigging / experience working at heights
- Provide a minimum of two (2) specialist technical staff during the Event period to install and maintain the DNSW digital assets across multiple venues throughout the festival period. Respond to any faults or programming requirements for the digital assets. An agreed rotating roster will be developed under the direction of the Technical Manager, Vivid Sydney, Production Manager, Vivid Light to cover day and night shifts. These personnel must hold a range of the following skills / qualifications and must be able to provide evidence of this:
    - NSW Construction Industry White Card
    - Event / technical training and experience
    - Lighting experience including DMX programming or similar
    - Electrical design / coding experience
    - LED screen and associated software experience
    - Construction / carpentry skills
    - Electrical installation / safety protocols
    - Rigging / experience working at heights
  - Roster technical specialists for (12) twelve hours per day allowing for adequate breaks and rest periods between shifts
  - Ensure that all personnel are provided with appropriate high-visibility uniform/s, wet weather, PPE and equipment required to deliver upon their assigned roles and responsibilities. For the avoidance of doubt the Contractor will be responsible for all catering and staff costs
  - Undertake any inductions or preparation of any documentation as required to complete the build of the Light Installations and Digital assets.
  - Develop and deliver upon a valid risk assessment and a detailed risk management plan to include SWMS
  - Coordinate transport and loading/unloading of equipment
  - Be responsible for any storage (including sourcing storage and coordination of storage)
  - Work to strict deadlines and ensure resourcing is available to work to this
  - Comply with all relevant laws and Work Health and Safety standards

### **General**

- Contribute to relevant stakeholder meetings including production, working group meetings and daily debriefs
- Compliance with electrical testing and tagging laws and procedures
- 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 this or the ability to provide additional staff to meet strict deadlines
- Any other administrative duties as required or directed by Destination NSW to deliver the above scope of work.

**Equipment:**

- For the avoidance of doubt, the supply of power generation and distribution plant will be procured separately by Destination NSW and are excluded from this Request for Quotation.
- 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, expenses and mobilisation costs.

**Event Dates:**

- Pre-Production: 11 March 2024 – 10 May 2024
- Bump In: Monday 13 May 2024 – Friday 24 May 2024
- Event: Friday 24 May 2024 – Saturday 15 June 2024
- Bump Out: Saturday 15 June 2024 – Saturday 22 June 2024

*NB: Dates are subject to change*

**General items:**

The successful contractor must provide:

- Appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million (AUD)
- Appropriate professional liability insurance. Minimum \$10 million (AUD)
- Appropriate workers compensation insurance, and any other applicable insurances and accreditations – as required by law
- An Australian Business Number or Australian Company Number
- High quality, guaranteed and fit for purpose Goods and Services
- Qualifications, permits, licencing and accreditations relevant to undertake the works detailed herein. Copies to be provided to Destination NSW
- Copies of all relevant Safe Work Method Statements (SWMS)
- Project specific risk assessment against Destination NSW provided template.
- COVID safe plan
- Any other specific documents as required

The Contractor must ensure they adhere to all relevant laws and regulations applicable to the services, including the Australian Modern Slavery and Child Protection legislation.

**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. 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, including for any work carried out by its subcontractors or employees.
- 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
- 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.
- 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 the following:**

- Technical, creative and operational details for identified Vivid Sydney Program Content across the Destination NSW produced Event Precincts
- Access to any available historical Event documentation as required
- A shift-based roster for the Vivid Sydney 2024 Bump in/out and Event Operating periods
- Radio communication equipment (as reasonably provided by Destination NSW) for use throughout the Event Period.