

Request for quotation

Request:

Destination NSW is seeking an itemised quotation for the provision of Installation Coordinator Services for Vivid Sydney 2019.

For the avoidance of doubt, Destination NSW may elect to procure multiple Installation Coordinators through this request for quotation. An agency/company can apply and nominate individuals OR individuals can apply.

Background on Destination NSW:

Destination NSW is the lead Government agency for the New South Wales (NSW) tourism and major events sectors. Our role is to market Sydney and NSW as one of the world's premier tourism and major events destinations; to secure major sporting and cultural events; to work in partnership with Business Events Sydney to win major international conventions and incentive travel reward programs; to develop and deliver initiatives that will drive visitor growth throughout the state; and to achieve the NSW Government's goal of doubling overnight visitor expenditure within the state's visitor economy by 2020. The event, Vivid Sydney, which is the world's largest festival of creativity and innovation is owned, managed and produced by Destination NSW and welcomes over 2 million visitors annually.

Period:

Destination NSW requests an itemised quotation based on a daily rate, for the services detailed in this document, for the period outlined below.

Period 1: Vivid Sydney 2019	Monday 13 May 2019 – Thursday 20 June 2019 (inclusive) Up to 10 hours per day, 6 days per week during the Event period with rostered breaks provided.
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Please note this is not a position of employment, but a contract for supply of services.

Timeline:

Deadline for receipt of clarification Requests:	10:00am on Wednesday 19 December 2018.
Deadline for receipt of quotations:	10:00am on Wednesday 9 January 2019.
Successful applicant notified:	6:00pm Friday 18 January 2019.
Unsuccessful applicants notified:	6:00pm Friday 25 January 2019.

Please note, all times above are listed as Sydney Time.

Selection criteria:

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

Criteria	Weighting (%)
Value for money	25%
Relevant tertiary qualification(s) and/or a minimum of 3 years' experience in Production Coordination/Site Management or similar role(s)	20%
Relevant vocational qualification(s) and experience as detailed in the 'Essential Requirements' and 'Desirable Qualifications' sections of this Request for Quotation	20%
Strong written and verbal communication skills, excellent attention to detail and demonstrated ability to read and interpret production documentation including schedules, technical drawings and site plans	15%
Proven ability to work effectively in a team, under pressure and with a need to balance priorities; preferably in a major events or festivals context	15%
Compliance with this Request for Quotation	5%
TOTAL	100%

Essential Requirements

Successful respondents to this request for quotation must hold and provide copies of:

- Safe Work NSW Construction Industry White Card

Desirable Qualifications

Applicants with the following licenses/qualifications will be preferred:

- High Risk Work License for Forklift Truck (LF)
- High Risk Work License for Elevated Work Platform over 11m (WP)
- Telehandler Gold Card
- Non-slewing Crane Licence (CN)
- Crane License (C6)

What Destination NSW requires:

Please provide the following:

1. A detailed and itemised quotation for Vivid Sydney 2019.
2. Current curriculum vitae, and cover letter, including details for two (2) referees for each key person nominated.
3. A cover letter of no more than two (2) pages outlining your previous experience as it relates to the specification of services required outlined in this Request for Quotation.

Provision of accreditations, certifications and qualifications. Such accreditations, certifications and qualifications must be valid for the duration of any engagement.

Clarification of requests for quotes:

If you require clarification on the above request, please contact only via email:

Adam Lowe
Project Director, Vivid Sydney
adam.lowe@dnsw.com.au

Please note that any clarification will be given to the other service providers that have been offered the opportunity to provide a quote.

Lodgement Details:

Timothy Spohr
Event Manager, Vivid Sydney
timothy.spohr@dnsw.com.au

ANNEXURE A

Background:

Vivid Sydney is an annual festival of creativity and innovation, featuring the world's most important creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures, a cutting-edge contemporary music program and the spectacular lighting of the Sydney's iconic CBD buildings.

Vivid Sydney is where art, technology and commerce intersect. It provides a summit, forum and playground for the creative industries to collaborate, experiment, conduct business, and showcase their creativity.

Visitors from Sydney, interstate and across the world are invited to interact and immerse themselves in an array of lighting experiences, live performances and inspiring ideas.

Vivid Sydney is strategically positioned to increase interstate and international visitation to Sydney during what is traditionally the quieter winter months.

The Vivid Sydney Light Walk is a key component of the annual Vivid Sydney Festival, transforming large parts of Sydney's built environment with light installations and large-scale architectural projections assembled along Sydney's foreshore precincts. The Vivid Sydney Light Walk also includes activations delivered by selected Vivid Sydney Commercial Partners.

Specifications of service required:

The **Vivid Sydney Installation Coordinators** will work collaboratively with the Director, Event Development – Arts, Lifestyle & Entertainment and Vivid Sydney Project Director, under the specific direction of the Vivid Sydney Event Manager, Vivid Sydney Operations Manager and Vivid Sydney Installation Managers, to effectively support the delivery of the Vivid Sydney Light Walk.

The **Vivid Sydney Installation Coordinators** will provide Production Management support to Vivid Sydney Artists and integrate with the Site Operations Team on all required tasks during Event delivery.

Specifically the Vivid Sydney Installation Managers will undertake the following duties:

Pre-Production

1. Attendance at an induction/briefing day (held within the contract period) at a location identified by Destination NSW.

Event Delivery

1. Attendance on site at the event precinct throughout the bump in, event period and bump out. For the avoidance of doubt this will include working for extended periods outside normal business hours on-site, undertaking manual handling and physical labour, and may include overnight work.
2. Work collaboratively with Destination NSW's identified Artists, Contractors and Suppliers along with Vivid Sydney Installation Managers to facilitate the 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.
3. Work under the direction of the Installation Managers to prepare the designated installation sites prior to the arrival of the Vivid Sydney Artists. This may include at minimum, the following tasks:
 - Completing a site mark up; including the orientation of installation, location of power,

infrastructure and equipment etc.

- Assist with ensuring power requirements are prepared and installed prior to artist/supplier arrival.
 - Assist with ensuring ground support/ground protection systems are correctly installed on each site prior to artist/supplier arrival.
 - Assist with implementing all identified risk mitigation strategies (e.g. safe work exclusion zones) prior to Artist/Contractor arrival on site.
4. Assist in ensuring that all Artists/Suppliers/Contractors follow the agreed safe work method statements when undertaking work on site, including identifying works that require additional Safety Officer or specialist support.
 5. Under the direction of the Installation Managers, work extensively with a team of Production Crew and Plant Operators to provide labour and plant requirements to sites and installations as required during the bump in, Event delivery and bump out periods.
 6. Work collaboratively with the Vivid Sydney Artists and Installation Manager during the bump out period to manage the removal of installations ensuring that elements are removed as planned, to schedule and to a high standard.
 7. Manage designated sites during the bump out period to ensure the return of property to the highest standard.

General Duties

1. Assist with completing any/all site daily checklists to ensure that risk mitigation strategies are successfully implemented prior to work commencing on site.
2. Be responsible for the completion of any required incident reports using a template provided by Destination NSW.
3. Work collaboratively with the relevant Installation Manager to complete a daily report on an agreed template at the conclusion of each shift.
4. Keep safe and in commercial in confidence, all IP, budget and contract information pertaining to the Event.

Position reports to: Event Manager, Vivid Sydney and Installation Manager, Vivid Sydney

Roles reporting to this position: None

General items:

The successful service provider must provide;

- Appropriate public liability insurance. Minimum \$20 million (AUD).
- Basic Site Clothing and PPE (e.g. enclosed footwear, wet-weather protection and suitable site attire).
- Services of the highest quality.
- Services must be guaranteed and fit for purpose.
- An Australian Business Number or Australian Company Number.

Key Considerations:

The successful service provider will need to enter into a Contract of Engagement with Destination NSW which includes, but is not limited to the following terms:

- Indemnifying Destination NSW for all work carried out.

- Abiding by a suppliers code of conduct as issued by the NSW Government.

Flexibility with work hours will be required, with extended working days/hours as detailed in the Specification of Services Required above. No overtime will be paid, or time in lieu provided.

Destination NSW will provide the following:

Destination NSW will provide successful service providers with:

- Briefing Materials
- Induction Materials
- Site Plans & Technical Drawings
- Radio/Communication Equipment
- Site Tools, Plant, Equipment and Consumables
- Required site PPE (high-visibility vests, hard-hats etc.)

Please note, the following items are specifically excluded from this Request for Quotation and will be the responsibility of the contractor:

- Parking
- Travel Expenses
- Mobile Phone Costs