

Request for quotation

Request:

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

For the avoidance of doubt, Destination NSW may elect to procure multiple Installation Managers 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:	Monday 13 May 2019 – Thursday 20 June 2019 (inclusive)
Vivid Sydney 2019	Up to 10 hours per day, 6 days per week with rostered breaks provided.

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 5 years' experience in Production/Site Management or similar role(s), preferably for large-scale major events	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 experience developing and maintaining internal and external relationships. Experience in applying these skills with creatives and Artists is an advantage	15%
Proven ability to effectively manage 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:

- High Risk Work License for Forklift Truck (LF)
- High Risk Work License for Elevated Work Platform over 11m (WP)
- Safe Work NSW Construction Industry White Card

Desirable Qualifications

Applicants with the following licenses/qualifications will be preferred:

- 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.
4. 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 Managers** 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 and Vivid Sydney Operations Manager, to effectively support Destination NSW's identified Artists, Suppliers and Contractors in the successful delivery of the Vivid Sydney Light Walk.

The **Vivid Sydney Installation Managers** 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 (safety)/briefing day (held within the contract period) at a location identified by Destination NSW.

Event Delivery

1. Attendance on site at the event precinct, in line with a pre-determined roster (subject to reasonable notice of change), throughout the bump in, event period and bump out periods. 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. This may also include extended time for weather related events.
2. 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.
3. Prepare the designated installation sites prior to the arrival of the Vivid Sydney Artists. This will include at minimum, the following tasks:
 - Completing a site mark up; including orientation of installation, location of power,

plant, infrastructure and equipment etc.

- Ensure power requirements for each site are prepared and installed prior to artist/supplier arrival.
 - Ensure ground support/ground protection systems are correctly installed on each site prior to artist/supplier arrival.
 - Ensure all identified risk mitigation strategies (e.g. safe work exclusion zones) are implemented ahead of each Artist/Contractors arrival on site.
4. 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
 5. Be responsible for 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 report issues following the correct resolution and escalation procedures provided.
 6. Manage a team of Installation Coordinators on site to distribute labour evenly, to ensure that all Vivid Sydney Artists/Contractors/Suppliers are supported during the bump in, Event delivery and bump out periods.
 7. Manage a team of Production Crew and Plant Operators on site to provide labour and plant requirements to sites and installations as required during the bump in, Event delivery and bump out periods.
 8. Work collaboratively with the Vivid Sydney Artists 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.
 9. Manage designated sites during the bump out period to ensure the return of property to the highest standard.
 10. Provide direction and guidance to Installation Coordinators.

General Duties

1. Be responsible for completing any/all site daily checklists to ensure that identified 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. Completion of 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.

Roles reporting to this position: Installation Coordinators, Production Crew, Plant Operators.

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