

## Request for Quotation (RFQ) – Site Management Services

### Request:

Destination NSW is seeking an itemised quotation for the provision of **Site Management Labour Services** for Vivid Sydney 2019. In this RFQ, there are different positions that can be applied for.

Companies and/or Sole Traders may submit a quotation for the roles detailed within this RFQ. Destination NSW reserves the right to appoint one contractor, or multiple contractors to all or part of the Specifications of Services/positions detailed herein.

**Please note this is not a position of employment contract, but a contract for supply of services.**

### 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 and tripling by 2030. The Event, Vivid Sydney, the world's largest festival of light, music and ideas is owned, managed and produced by Destination NSW.

### Period:

Destination NSW requests an itemised quotation for services detailed in this document, during the period) outlined below.

<b>Planning Period</b>	Prior to commencement please allow one day pre planning for relevant site inductions and event related briefing.
<b>Bump In Period:</b>	Thursday 9 May – Friday 24 May 2019 (inclusive)
<b>Event Period:</b>	Friday 24 May – Saturday 15 June 2019 (inclusive)
<b>Bump Out Period:</b>	Saturday 15 June – Friday 21 June 2019 (inclusive)
<b>Post Event Period</b>	From June 2019 to July 2019, as required the successful proponent is to attend debrief meetings and deliver the Scope and Specification of Services required outlined in Annexure A.

Should a variation in period or position scope be required, Destination NSW will seek a quote variation from the successful applicant(s).

### Timeline:

<b>Deadline for receipt of quotations</b>	10:00am, Monday 18 February 2019 (AEST)
<b>Interviews</b>	Commencing Monday 25 <sup>th</sup> February 2019
<b>Successful applicant(s) notified</b>	4:00pm, Thursday 28 February 2019 (AEST)
<b>Unsuccessful applicants notified</b>	4:00pm, Wednesday 6 <sup>th</sup> March 2019 (AEST)

**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 experience, reliability, and successful performance by the respondent in providing similar services especially with large-scale, multi-day major events across multiple precincts.	30%
Human resource capacity including qualifications, skills, experience and proposed extent of the respondent's key personnel involvement (including sub-contractors).	30%
Demonstrated ability to complete projects within contracted/agreed timeframes.	5%
Compliance with the request for quotation.	5%
<b>TOTAL</b>	<b>100%</b>

**What Destination NSW requires now:**

Destination NSW requires an itemised quotation which addresses the items in Annexure A, i.e. Specification of Services required, Key Considerations and General Items. Attention should also be directed towards the Selection Criteria.

Respondents are required to detail their experience and include a proposed methodology that must outline their approach to each of the requirements outlined in this Specification of Services including:

1. A detailed and itemised quotation for Vivid Sydney 2019, addressing any or all of the positions listed in the 'specifications of services' in Annexure A. Where a variable requirement exists, an itemised rate card should be supplied.
2. A written response of no more than three (3) pages which addresses the specifications of services required, key considerations and general items in Annexure A. Attention must also be directed towards the selection criteria.
3. Current curriculum vitae including details for two (2) referees.

Destination NSW may opt not to engage with the successful Contractor on specific elements on this request for quotation due to ongoing operational variations.

**Clarification of requests for quotes:**

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

Brad Gander - Event Operations Manager, Vivid Sydney – [brad.gander@dnsw.com.au](mailto:brad.gander@dnsw.com.au). Please note that any clarification will be given to the other goods/service providers that have been offered the opportunity to provide a quote. Please see the website for any addendums.

**Lodgement Details:**

Please email your quotation and supporting documentation (if any) to:

Brad Gander - Event Operations Manager, Vivid Sydney – [brad.gander@dnsw.com.au](mailto:brad.gander@dnsw.com.au)

## ANNEXURE A

### Background:

Vivid Sydney is a unique annual festival of light, music and ideas, 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, with more than 2 million people attending Vivid Sydney in 2018. Vivid Sydney is strategically positioned to increase interstate and international visitation to Sydney during what is traditionally the quieter winter months.

### Scope

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 relative 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, excluding the Monday of the long weekend).

Applicable road closure timing historically 19:00 to 00:00; approx. 80,000 in attendance - normal weeknights.

Level 2 - Moderate attendance (Friday and Sunday nights, as well as Monday nights on public holidays). Applicable road closure timing historically 18:00 to 00:00 on Fridays, 17:00 to 00:00 on Sundays and Mondays; 80,000 to 120,000 in attendance - Normal Friday & Sunday nights.

Level 3 - High attendance (Saturday nights excluding the Saturday of the long weekend). Applicable road closure timing historically 17:00 to 00:00; 120,000 to 180,000 in attendance - Saturday nights.

Level 4 - Very high Attendance (Queen's Birthday long weekend Saturday and Sunday). Applicable road closure timing historically 17:00 to 00:00; 180,000 + in attendance – Saturday and Sunday of the long weekend.

Vivid Sydney 2019 will take place between 24 May and 15 June 2019.

Bump-In and Bump-Out refers to the work periods leading up to the beginning of and following the conclusion of the 'Event Period'. The Site 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.

The Event commences nightly, for 23 nights, with 'Lights On!' at 18:00 hours, and concludes with 'Lights Off' at 23:00 hours. However, the Site Management Roster as defined by Destination NSW will include provisions for workforce and infrastructure resourcing nightly, before 'Lights On!' and after 'Lights Off' and if there any inclement weather events which require assistance.

### **Event Precincts**

All Destination NSW Event Activations take place on the Vivid Sydney CBD Footprint. Typically, Destination NSW Event Precincts for Vivid Sydney within the CBD footprint are accessed utilising public transport hubs (bus, ferry and train including - Town Hall, Central, St James, Museum, Martin Place, but most particularly - Wynyard, Circular Quay, and Martin Place; and CBD and Inner West light rail including - Convention and Exhibition).

The potential Vivid Sydney 2019 Footprint may otherwise include (subject to confirmation):

- a) **Circular Quay** (including the area between Alfred Street and Bridge Street bordered by George Street through to Macquarie Street)
- b) The **Royal Botanic Garden Sydney** entrances/exits to Macquarie Street between Bridge Street and the Sydney Opera House,
- c) **The Rocks** (including George Street between Alfred Street and Lower Fort Street, Quay West Road, Playfair Street, Kendall Lane, Mill Lane, Harrington Street, Jack Munday Place and Argyle Street between Jack Munday Place, Argyle St and Lower Fort Street)
- d) **Darling Harbour** (including Cockle Bay, Tumbalong Park, Darling Drive, Pymont Bridge, Wheat Road, and Harbour Street)

### **Specification of services required**

The Site Management Services Contractor/s will work collaboratively with the Director, Event Development – Arts, Lifestyle & Entertainment, Vivid Sydney Project Director, Vivid Sydney Operations Manager and the Vivid Sydney Event 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 Site Manager**

One position available for a fifty-day contract (Wed 8 May - Wed 26 June) at an estimated six days a week at approximately twelve hours per day 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 successful service provider will work under the direction of the Vivid Sydney Event Operations Manager and Vivid Sydney Event Manager to oversee and manage Site Managers and Site Assistants rostered across the following precincts:

- Royal Botanic Garden Sydney
- The Rocks & West Circular Quay
- East Circular Quay and CBD North
- Darling Harbour (including Cockle Bay and Tumbalong Park)
- Float across all precincts + Day-Off Cover.

Additionally, the Lead Site Manager will work under the direction of the Vivid Sydney Event Operations Manager and Vivid Sydney Event Manager to:

- 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 Managers, Site Assistants and Site Labour to ensure required tasks are addressed and attended to in a timely manner. To include Sign-on and sign-off. Re – rostering of labour force as required due to illness or no show.

- Tracking of Labour force hours with daily reports back to the Event Operations Manager.
- 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 volunteers 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 Vivid Sydney Event Operations Manager and Event Operations Coordinator in delivering all site operational 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 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;
- Contributing to daily operations reports during the Event; and
- Any other general operational work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

**Qualifications Requested for Lead Site Manager:**

- White Card WHS Induction (Required)
- Unrestricted Drivers Licence (Required)
- High Risk Work Licence – Forklift (Favourable)
- High Risk Work Licence – Elevated Work Platform (Favourable)
- High Risk Work Licence – CN Mobile Non-Slewing Crane (Favourable)
- Senior First Aid (Favourable)
- Public Liability & Work Cover Insurance (Required)

**Reporting Obligations:**

- Vivid Sydney Event Operations Manager
- Vivid Sydney Event Manager
- Vivid Sydney Event Operations Coordinator

**Roles reporting to this position:**

- Precinct Site Managers
- Site Labour

**Vivid Sydney – Precinct Site Manager**

Up to four positions available for a forty day contract (Monday 13 May - Friday 21 June) at an estimated six days per week at approximately twelve hours per day 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 successful service provider will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Event Manager and Lead Site Manager to ensure the successful delivery of the Vivid Sydney Event (including all Operational and Creative elements) across the following precincts:

- Royal Botanic Garden Sydney
- The Rocks & West Circular Quay
- East Circular Quay and CBD North
- Darling Harbour (including Cockle Bay and Tumbalong Park)
- Float across all precincts + Day-Off Cover.

Additionally, Vivid Sydney Precinct Site Manager(s) will work under the direction of the Vivid Sydney Event Operations Manager, Vivid Sydney Event Manager and Lead Site Manager to:

- 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 and as per schedule.
- 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 volunteers 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 Manager and Event Operations Coordinator and Lead Site Manager in delivering all site operational 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.
- Contributing to daily operations reports during the Event; and
- Any other general operational work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

**Qualifications Requested for Precinct Site Manager:**

- White Card WHS Induction (Required)
- Unrestricted Drivers Licence (Required)
- High Risk Work Licence – Forklift (Required)
- High Risk Work Licence – Elevated Work Platform (Required)
- High Risk Work Licence – CN Mobile Non-Slewing Crane (Favourable)
- Senior First Aid (Favourable)
- Public Liability & Work Cover Insurance (Required)

**Reporting Obligations:**

- Event Operations Manager
- Event Manager
- Event Operations Coordinator
- Lead Site Manger

**Roles reporting to this position:**

- Site Labour

**Vivid Sydney – Assistant Site Manager / Plant Operators**

Up to four positions available for a forty day contract (Monday 13 May - Friday 21 June) at an estimated six days per week at approximately twelve hours per day 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.

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

- Support the Vivid Sydney Operations Manager, Event Manager and Site Managers in delivering all operational aspects of the Event.
- Act as a Precinct Site 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.
- Any other general operational work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

**Qualifications Requested for Assistant Site Manager:**

- White Card WHS Induction (Required/Favourable)
- Unrestricted Drivers Licence (Required)
- High Risk Work Licence – Forklift (Required)
- High Risk Work Licence – Elevated Work Platform (Required)
- High Risk Work Licence – CN Mobile Non-Slewing Crane (Favourable)
  
- Public Liability & Work Cover Insurance (Required)

**Reporting Obligations:**

- Event Operations Manager
- Event Manager
- Event Operations Coordinator
- Site Manager

**Roles reporting to this position:**

- None



### General items:

**The following expectations apply to all Contractors delivering services for any of the roles outlined above:**

- All staff are expected to provide their own meals, drinking water and travel to and from the Event Site throughout the Contract period.
- All staff are expected to arrive in suitable worksite clothing and provide basic PPE such as work-boots, appropriate site clothing, hats and sun-protection.
- All staff are expected to represent Vivid Sydney and key stakeholders in a professional manner. This includes:
  - o Being clean and presentable at all times.
  - o Wearing/displaying any provided identification/accreditation at all times.
  - o Conforming to a Contractor Code of Conduct as provided by Destination NSW.
- All staff are expected to undertake any reasonable action to ensure the preservation of public property and natural environment of the sites worked on.
- All staff are expected to ensure that a high standard of Work Safety is adhered to at all times, and report and incidents, accidents or near misses as they occur.
- All staff are expected to only carry out work if they have the relevant skills, knowledge, training and experience to do so. For the avoidance of doubt this includes holding the relevant licenses/qualifications for any work being completed on site and providing copies of such licenses to Destination NSW on request.
- All staff are expected to have completed an online induction(s) ahead of arriving on site for work and should be able to produce evidence of such completion if requested.
- All staff are expected to be aware of the relevant health and safety risks onsite, and the way those risks are managed.
- All staff are expected to arrive promptly for their shift, allowing suitable time to sign on and prepare for work ahead of the rostered shift commencement.
- All staff are expected to diligently sign in and out on every shift using the designated staffing processes.

**Additionally, successful service providers must provide:**

- Appropriate Public Liability Insurance. Minimum \$20 million (AUD).
- Copies of all relevant Safe Work Method Statements (SWMS).
- Appropriate Workers Compensation Insurance, as required by law.
- Goods and Services of the highest quality.
- Responsible for all workers entitlements (where relevant).
- An Australian Business Number or Australian Company Number.



### **Key Considerations:**

The successful contractor will be required to enter into a contract with Destination NSW which includes, but is not limited to the following terms:

- Indemnifying Destination NSW for all work carried out by the successful contractor/s and/or any sub-contractor/s contracted by the successful contractor/s.
- Abiding by a contractor/s code of conduct as issued by the NSW Government.
- 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.
- 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 service provider 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.
- 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 service provider, with such termination being effective upon expiration of the 30 day period. Destination NSW is not liable for any payments to the service provider beyond the 30 day notice period, and such amount will be received by the service provider 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.

### **Destination NSW will provide the following:**

Destination NSW will provide the following to the Successful Service Providers 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 Site Precincts.
- Any consumables required to deliver the Event Site Precincts.
- Access to any mandatory online inductions and training systems.
- Specialist PPE (e.g. Hard Hats, Safety Googles etc.)