

Request for Quotation

Less than \$50K (Services, Works, or Materials)



PIN UP COMPETITION - CHROMEFEEST 2024

Description

| | | |
|------------------------------|---|--|
| Issue Date | Thursday 7 March 2024 | |
| Closing Time and Date | Friday 29 March 2024 | |
| Method of Submission | Via Email to: chromefest@centralcoast.nsw.gov.au | |
| Contact | Name | Donna Judge |
| | Phone | 0439 248 403 |
| | E-mail | donna.judge@centralcoast.nsw.gov.au |
| Contract Conditions | As per Central Coast Council's Standard Conditions of Contract - General – Purchase Order. | |
| Evaluation Criteria | <p>Threshold</p> <ul style="list-style-type: none">• Compliance RFQ requirements including compliance with specified documentation. <p>Weighted</p> <ul style="list-style-type: none">• Organisation Experience and Capability.• Works Methodology and Understanding of the Requirement(s).• Demonstrated operation of a Work Health and Safety Management System. <p>Compliance with RFQ requirements, services can be supplied within the budget specified.</p> | |
| Overview of Documents | <ol style="list-style-type: none">1. Council's Requirement for the Services2. Conditions of Quotation3. Standard Conditions of Contract4. WHS5. Returnable Schedules | |

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Part 1 Contract Information and Service Description

Central Coast Council is seeking Quotations for a contract for services.

Council is seeking to use this Request for Quote as a basis for entering a Contract with the Preferred Tenderer.

1.1 Background

ChromeFest has become NSW's largest rock 'n' roll and rockabilly festival paying tribute to American classics, hot rod cars and all makes and models pre-1979.

ChromeFest 2024 will celebrate its sweet 16th birthday and will bring with it some exciting activations in Memorial Park, the Marine Parade car park, Waterfront Plaza, The Entrance Social Club Hub, The Entrance Road, Bayview Mall, and a new area returning with heaps of fun in Short Street

1.2 Contract Brief, contractor's requirements:

The Preferred Tenderer understands that the proposal, and is to include the below deliverables and be responsible for the end-to-end management of the competition including but not limited to:

- Heats to be held at 4:00pm on the Waterfront Plaza Stage as part of the ChromeFest program, Friday 25 October.
- Additional heats to be held at the event on Saturday on the Waterfront Plaza Stage.
- Crowning of the Pinup winner held on Sunday of the event as part of the ChromeFest program.
- Manage all registrations from start to finish.
- All fees from entrants to be taken by the successful applicant.
- Head shots of all entrants need to be supplied to the ChromeFest team by Friday 24 May 2024, so they appear in the program.
- Categories to cater for adults over the age of 18.
- Theme a "Pin Up Central" area to be discussed with the Preferred Tenderer.
- Supply prizes for winner and runners up.
- Supply all required equipment and resources for the competition.
- Provide accommodation and transfers for competitors / staff (if applicable).
- Working closely with CCC Event Officers to deliver the competition as part of the event, and to supply all relevant documentation including risk assessments, public liability, and other required documentation.

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1.3 Preferred Tenderer is to provide all documentation for CCC approval, including:

- Proposal i.e., Pin Up area theming, on stage activities.
- Risk Assessment
- Public Liability
- Budget breakdown

1.4 Central Coast Council Deliverables:

- The funding available for this Contract is \$2,000 (excluding GST), all other costs and expenses that may be incurred by the Preferred Tenderer must be included in the lump sum fee and any other costs must be covered by the Preferred Tenderer.
- Payment will be made by CCC for \$1,000 in July 2024 and the remaining balance of \$1,000 to be paid in November 2024 upon receiving a complete invoice from the Preferred Tenderer.
- Marketing and promotion:
 - Logo placement on all printed and digital marketing collateral.
 - A minimum of four Social Media posts on the official ChromeFest Facebook page to promote the competition.
 - Mentions in the digital marketing campaign.
- On-stage promotional announcements on Friday, Saturday, and Sunday of the event by the MC on the main stage located in Memorial Park, and the MC on the Waterfront Plaza stage.
- Use of the dance floor and microphone for the crowning of Pinup winner and runner up on Sunday at the event.
- The awarded organisation will receive a one + one year agreement, that is 2024 & 2025.

1.5 Fee Structure and Payments

The fee structure for the provision of the Services under the Contract is a fixed lump sum. The fee, prices and rates are fixed and not subject to escalation or review. All other costs and expenses that may be incurred by the Tenderer in the provision of the Services must be included in the lump sum fee or rates proposed. The funding available for this Contract is \$2,000 (excluding GST) to deliver the Pin Up competition as part of the ChromeFest 2024 program. All other costs incurred are at the expense of the Organisation. Preferred Tenderer is to retain profits from Pin Up application fees.

The Tender's quote is to indicate the scope of services offered within the fixed fee limit. Assessment of proposals and award of the Contract will be based on the extent of services offered within this fee limitation. The most comprehensive scope of services offered will be favoured.

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Any changes to the timing or scope of work under the Contract must be managed by the Contractor to ensure the overall fee payable by Council under the Contract does not exceed \$2,000 (excluding GST).

Council's payment terms are 30 days from the end of the month in which an accurate invoice is received.

1.6 Timeframes

Invoices may be submitted on delivery of the services.

Invoice break-down:

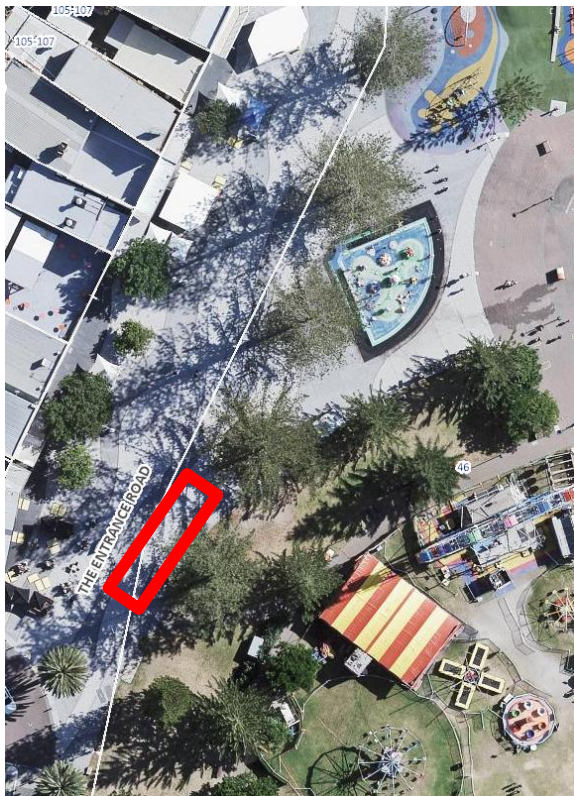
- 50% - July 2024
- 50% - Following the event in November 2024

Commencement – from the date of the signed Acceptance Letter.

Completion – After the event Sunday 27 October 2024 12 midnight

1.7 Location of Work

Waterfront Plaza.



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1.8 Insurance

The Contractor will be required to have the following insurances under the Contract:

- Public Liability: At least \$20 million in respect of any one occurrence.

1.9 COVID 19 Requirements

All employers or businesses are required to take action to manage the risk of COVID-19 to workers and others in the work environment. Businesses must comply with national and state public health directions in relation to COVID-19. Please ensure that contractors have safe systems in place that demonstrate control measures to minimise the spread of the virus.

Safe Systems of work may include the following:

- WHS Management Plans
- WHS Policies
- WHS Procedure

- Safe Work Method Statements
- Risk Assessments
- Safe Work Instructions

These systems should include:

- Social distancing requirements.
- Hygiene and sanitisation.
- Worker exclusion practices if they present with
- cough, fever, sore throat, or shortness of breath.
- Processes for interacting with public if required.
- PPE when required.
- Self-isolation practices for those who have been in contact with confirmed and suspected cases.

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1.10 Work Health Safety

In addition to any other requirements in the contract the Contractor must comply with the following requirements:

- All personnel will be required to undergo an induction to the Waterfront Plaza, The Entrance by Council personnel.
- All personnel will be required to undergo a site safety induction by Council personnel for access onto the site.
- A safety inspection of the contractors site operations or safety system applications may be undertaken at any time by Council staff without notice.
- All marquees must be weighted down in a safe manner, no pegs permitted on the plaza, if the marquee is not provided by Council.

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Part 2 Conditions of Quotation

Tenders are invited in accordance with these Conditions of Quotation/Tendering:

1. **Offer and Validity Period:** The lodgement of a tender in accordance with these 'Conditions of Tendering' will constitute an offer to enter into and be bound by a Contract. The offer will be irrevocable and will remain open for acceptance by Council until the earlier of
 - a) Receipt by the Tenderer of a Letter of Acceptance or Purchase Order from Council; or
 - b) 120 days from the Closing Time of this Request for Tender
2. **Acceptance:** A Tender will only be accepted when a signed Letter of Acceptance or Purchase Order is given to the successful Tenderer by Council.
3. **Contract:** On acceptance of a Tender, a binding contract will be created between Council and the Tenderer. The following documents will form the Contract:
 - a) The Letter of Acceptance or Purchase Order and any documents referred to in the Letter of Acceptance or Purchase Order as forming part of the Contract.
 - b) This Request for Tender including the General Conditions and any Special Conditions in Part 3 and any addenda issued by Council
 - c) The Tender documents submitted by the Tenderer
 - d) any amendments to the documents in (a), (b) or (c) referred to in the Letter of Acceptance or Purchase Order or otherwise agreed to by the parties or made under the Contract.
4. **Closing Time:** Tenders must be received by the Closing Time specified on the Cover Page of this Request for Tender. Tenders received after the Closing Time will only be considered in exceptional circumstances (e.g. technical problems loading documents onto e-mail).
5. **Lodgement instructions:** Tenders may ONLY be lodged by the lodgement method(s) specified on the Cover Page of this Request for Tender. Tenders must NOT be placed in the Tender Box, handed to counter staff, or sent to any other Council personnel or address.
6. **Enquiries:** All enquiries are to be made to the Council Contact Person referred to on the Cover Page of this Request for Tender, between 8.30 am and 4.00pm, Monday to Friday. Enquiries must not be made to any other person. Verbal enquiries must be confirmed in writing.
7. **Addenda:** Council may vary the terms and requirements of this Request for Tender at any time before the Closing Time, by issuing addenda.
8. **Evaluation Criteria:** Tenders will be evaluated on the basis of the Tender Evaluation Criteria specified on the Cover Page of this Request for Tender. Tenderers should not place any significance on the order in which the criteria are listed, nor should it be

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assumed the criteria have equal weight or significance. Any Tender that does not comply with or address the evaluation criteria may be eliminated from consideration from the evaluation process.

9. **Acceptance of Tenders** is at the absolute discretion of Council. Council is not bound to accept the lowest Tender or any Tender submitted, whether conforming to this Request for Tender or not. Council reserves the right to suspend, terminate or abandon this Request for Tender at any time during or after the Closing Time.

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Part 3 Conditions of Contract

The attached *Central Coast Council Standard Conditions of Contract – General- Purchase Order* will apply to this Contract.

Note to Tenderers: Any alternative standard or general conditions proposed by Tenderers in their tender responses will not apply to this Contract unless:

- The alternative conditions are nominated as a Departure in Form 3 - Departures and Alternatives; **AND**
- Council expressly agrees to incorporate the alternative conditions into the Contract in place of Council's Standard Conditions of Contract in the Letter of Acceptance or Purchase Order.

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Part 4 Work Health Safety Policy

Under the Work Health & Safety Act 2011, Central Coast Council is a self-insured organisation and operates under a Work Health and Safety Policy:

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Part 5 Returnable Schedules

Form 1 – Acknowledgement

Form 2 – Pricing Schedule

Form 3 – Departures and Alternatives

Form 4 – Additional Documents to be submitted

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Form 1 Acknowledgement – Sign and return this form

Note to Tenderers: This form must be signed by the entity submitting the Tender. If the Tenderer is a company, it must be signed by a director or person(s) authorised to sign for the company.

The Tenderer hereby submits a Tender to carry out the works or services in accordance with the Request for Tender Documents and for the price/rates set out in Form 2.

The name of the Tenderer in relation to the Tender/Quote is:

| | |
|---|------------|
| Name of Tenderer: (Must be a legal entity): | |
| Business or Trading Name: | |
| ABN: | |
| Phone: | Fax: |
| Mobile: | Email: |
| Address: | |
| Suburb: | Post Code: |

The Tenderer's **Contact Person** in relation to the Tender is:

| | |
|---------|--------|
| Name: | |
| Phone: | Fax: |
| Mobile: | Email: |

The person nominated to be the **Contractor's Representative** for the purposes of all notices to be given by Council under the Proposed Contract is:

| | |
|---------|--------|
| Name: | |
| Phone: | Fax: |
| Mobile: | Email: |

In submitting its quotation, the Tenderer declares that it has complied with and will continue to be bound by the requirements set out in:

- Conditions of Tendering
- Council's Statement of Business Ethics for Tenderers and Contractors.

Signature: _____ **Name and Position:** _____

Signature: _____ **Name and Position:** _____

Date: _____

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Form 2 Pricing Schedule

The Contractor offers to perform the work or services under the proposed contract in accordance with the Request for Tender Documents, for the price(s) calculated in accordance with the following rates:

2.1 Fixed lump sum fee for the services under the proposed contract

| Item | Particulars of Services/Works or Goods | Please confirm that services can be provided in the budget allocated (Yes or No) |
|------|---|--|
| 1 | <p>To deliver the ChromeFest Pin up competition and deliver the competition Friday 25 – Sunday 27 October 2024.</p> <p>The ChromeFest Pin Up Competition according to the contract brief to the value of Councils allocated funding of \$2,000 ex GST.</p> <p>All pricings will remain fixed for the period for the contract, not subject to rise and fall.</p> | |

The Preferred Tenderer is responsible for the completion of all works or services required under the contract and this form may not be used by the Service provider as a basis for limiting the nature or quantity of work required to complete the contract.

Service Providers to Note:

- All pricing will remain fixed for the period of the contract, not subject to rise & fall.
- The Service Provider is responsible for the completion of all works or services required under the contract and this Form may not be used by the Service provider as a basis for limiting the nature or quantity of work required to complete the contract.

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Form 3 Departures and Alternatives – **Complete and return this form**

The Tender complies with the Request for Tender in every respect, except as detailed below.

Note to Tenderers: Any alternative standard or general conditions proposed by Tenderers in their tender responses will not apply to this Contract unless:

| Departures or Qualifications: | |
|---|----------------|
| Type "NIL" here if there are no departures or qualifications. ==>> | |
| Reference to Section(s) in Request for Tender document or its Attachments. | Details |
| | |
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| | |
| Alternatives | |
| Type "NIL" here if there are no alternatives proposed. ==>> | |
| Reference to Section(s) in Request for Tender document or its Attachments. | Details |
| | |
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| | |
| | |
| | |

- The alternative conditions are nominated as a Departure in this Form 3 of Part 5 Returnable Forms and Schedules – Alternatives and Departures; **AND**
- Council expressly agrees to incorporate the alternative conditions into the Contract in place of Council’s General Conditions, in the Letter of Acceptance or Purchase Order.

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Form 4 Additional documents to be Submitted – *Complete and return this form*

The Tenderer is required to submit the following documents, in addition to the completed Schedules:

| Additional documents required. | Documents to form part of contract? | Documents submitted (Tenderer to indicate "Yes" or "No" for each document) |
|--|--|---|
| Copies of certificates evidencing the currency of insurances required under the Contract: <ul style="list-style-type: none">• Public liability with \$20million cover• Workers Compensation Event site/WHS Risk Assessment | Yes | |
| Relevant Experience <ul style="list-style-type: none">• Referees Examples of previous experience | Yes | |
| Methodology to incorporate the following: <ul style="list-style-type: none">• Works Methodology and Understanding of the Requirement(s):• Demonstrated operation of a Work Health and Safety Management System.• Compliance with RFQ requirements, services can be supplied within the budget specified artwork Full proposal on how the Pin Up Competition, will be activated during the Friday, Saturday, and Sunday of ChromeFest 2024. | Yes | |
| Budget Breakdown – highlight the overall services provided by line item within the budget allocated. | Yes | |