

Request for Quotation

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



EVENT MANAGEMENT BAYVIEW MALL & SHORT STREET CAR PARK

CHROMEFEFEST AT THE ENTRANCE

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

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

1.1 Background

ChromeFest is an annual event organised by Central Coast Council (CCC). The event is in its 16th year at The Entrance, and the town comes alive with classic American show cars, hot rod cars including all makes and models pre-1979, and of course all things Rock n' Roll and Rockabilly.

CCC is looking for an event management company/organisation to manage and deliver a ChromeFest themed activation area in the Short Street Car Park and the Bayview Mall at The Entrance. The area should include food stalls, bar, entertainment, activities and a themed dining area. . CCC will be parking approximately 50 cars in this area to give further atmosphere to complement the event.

1.2 Contract Brief

The Preferred Tenderer understands that the proposal is to include the below deliverables:

- Pop-up area within the Short Street Car Park and the Bayview Mall at The Entrance. (See map below)
- Area needs to be set up and activated from 9am – 4pm on Saturday 26 October and 9am – 2pm on Sunday 27 October 2024.
- Ensure the theming is vibrant and innovative to suit the ChromeFest theme. The area should have a point of difference and entertainment to ensure that attendees visit this area.
- Preferred Tenderer is to provide all documentation for CCC approval, including:
 - Site Map (can be adjusted closer to the event)
 - Proposal i.e., activities, markets, theme, craft, entertainment etc.
 - Risk Assessment
 - Public Liability
 - Budget breakdown
- Opportunity for the area to be licensed and have a pop-up bar. The Preferred Tenderer must run this end to end, including but not limited to gaining the alcohol license, set up of the bar and fencing.

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- CCC will provide event roaming security across the whole event site, Saturday and Sunday during the event times.
- CCC will provide overnight security only on Saturday night, the Preferred Tenderer will be responsible to supply any other required security.
- Overnight security to be provided by the Preferred Tenderer for any other days or nights as required.
- This area has limited power (no three-phase power available) which can be used by the Preferred Tender. Once the contract is awarded the Preferred Tender will be shown the power box and its limitations and if there is not sufficient power then the Preferred Tender will need to supply a generator at their own cost.
- Entertainment should also be considered as part of the proposal, with examples being artists and roving entertainment that suits the theme of ChromeFest.
- Area to include some food options, with food options not competing with the businesses within The Entrance and particularly at the top end of town. Preferred Tenderer can charge stallholders and absorb the income from these stallholders; however, the stallholders need to be approved by Council 6 weeks prior to activation and must have all relevant documentation including but limited to:
 - Public Liability
 - NSW Food Authority Licence and Food Safety Certificates
 - Safety Data Sheet/Chemical Stores Checklist
 - Copy of Compliance Plate – photographic image is fine – ensuring wording is eligible.
 - Any food stalls from out of region or do not have a CCC food permit must complete a temporary food stall application and include the latest inspection report issued from your home council (FPAR report).

1.3 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 \$20,000 (excluding GST) to deliver the Short Street Car Park and Bayview Mall activation 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 food stalls, bar and other income generating activities, and reinvest into the area to cover expenses.

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

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offered within this fee limitation. The most comprehensive scope of services offered will be favoured.

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 \$20,000 (excluding GST).

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

1.5 Timeframes

Invoices may be submitted on delivery of the services.

Invoice break-down:

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

Commencement – from the date of the signed Acceptance Letter.

Completion – After the event Sunday 27 October 2024.

1.6 Location of Work

Short Street Car Park and Bay View Mall The Entrance Central Coast NSW.



1.7 Insurance

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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.
- Workers Compensation insurance covering its employees.
- Comprehensive car insurance

1.8 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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1.9 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 Short Street Car Park and the Bayview Mall, The Entrance by Council personnel.
- All personnel will be required to undergo a site safety induction by Council personnel for access onto the site.
- All vehicles are to be walked onsite and offsite by market organisers staff in high vis at set-up and pack down times.
- 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 in the car park.

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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 a ChromeFest themed area in the Short Street Car Park & the Bay View Mall at The Entrance from 9am – 4.00pm on Saturday 26 and 9am – 2pm on Sunday 27 October 2024.</p> <p>The Short Street Car Park & the Bay View Mall according to the contract brief to the value of Councils allocated funding of \$20,000 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 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	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 Short Street Car Park, and Bayview Mall, The Entrance will be activated during the Saturday and Sunday of ChromeFest 2024.	Yes	
Budget Breakdown – highlight the overall services provided by line item within the budget allocated	Yes	