



**INSTALLATION OF FESTIVAL BANNERS ON  
LIGHT AND FLAG POLES IN TAMWORTH**

**TAMWORTH COUNTRY MUSIC FESTIVAL  
Friday, 19 January – Sunday, 28 January 2018**



**QUOTATION NO: Q023/2018  
Quotations Close: 11:00am on Tuesday, 12  
September 2017**

## INVITATION

Tamworth Regional Council invites quotations from interested and approved companies to install and remove approximately **55 festival banners** on electrical light poles across Tamworth in the lead up to and after the 2018 Tamworth Country Music Festival. Locations of light poles include: Goonoo Goonoo Road, Bridge Street, Brisbane Street and Kable Avenue. A separate quotation is requested for the installation and removal of **67 festival banners** on flag poles in Peel Street.

Quotations will also need to include an hourly call out cost for possible requests prior to the commencement of Festival to repair and/or reattach some banners to light poles due to damage caused by unpredictable weather conditions from time of install.

### 1. INFORMATION

The Tamworth Country Music Festival will be held from Friday, 19 January to Sunday, 28 January 2018 and incorporates a range of activities and events in the Tamworth CBD. The festival attracts more than 50,000 visitors each year and will celebrate its 46<sup>th</sup> year in 2018.

#### Installation and Removal Dates

Installation	Removal
Week beginning 4 December 2017	Week beginning 29 January 2018

### 2. GENERAL CONDITIONS OF CONTRACT

#### 2.1. Submissions

- Submissions must include a breakdown of all costs being quoted upon.
- It is compulsory that prior to submitting a quote, all interested parties are familiar with the Tamworth area.

#### 2.2. Insurance and Documentation

- The Contractor must hold public liability insurance to a minimum value of \$20,000,000.00.
- The successful contractor must be a Level 3 ASP (Accredited Service Provider with current accreditation under the Office of Fair Trading, Electricity Network Connections Accreditation scheme).
- Please provide documentation on your Level 3 ASP certificate, outlining: Name, ABN and Accreditation Number.
- The successful applicant will be asked to provide documentation including (but not limited to): Safe Work Method Statements; Professional Indemnity and Workers Compensation.

#### 2.3. Workplace Health and Safety

- The Contractor is required to be conversant with the Work Health and Safety (WHS) Regulations 2012 and shall abide by its requirements in all aspects.
- All contractors must comply with current WHS legislation to provide safe work practices and instructions to their employees.

#### 2.4. Assessment of Quotations

- The successful company/individual may be chosen on the basis of the following criteria:
  - Demonstrated experience and expertise in the installation of banners.
  - Proposed standards of service and operation.
  - Proposed pricing structure.
  - Capacity to satisfactorily perform the requirements of the work.
  - These requirements are not necessarily in order of importance.
  - Council reserves the right, AT ITS SOLE DISCRETION, to accept or reject any Quotation for any reason.

## 2.5. Acceptance of Quotations

Tamworth Regional Council shall not be obliged to accept the lowest quotation

## 2.6. Successful Company/Individual Awarded Contract

The successful company/individual will be provided with Essential Energy's approved banner summary spreadsheet (detailing Essential Energy Asset Pole number, locations of 1 and 2 banner light poles). Tamworth Regional Council will also supply maps created by Council's GIS staff outlining the locations of banners, pole numbers and information on what banner is to be installed on particular light poles (festival banners, sponsorship banners, artist face banners). These maps will also be supplied for the Peel Street flag poles. Please refer to Appendix 1 for example map.

## 4 CONTACT DETAILS

For further information regarding this quotation please contact:

Lisa Masters, Business Support Officer

**Phone:** (02) 6767 5475

**Email:** [trc@tamworth.nsw.gov.au](mailto:trc@tamworth.nsw.gov.au)

## 5 LODGEMENT OF QUOTATIONS

Quotations will be received up to 11:00am on Tuesday, 12 September 2017 quoting reference number **Q023/2018** by the following methods:

**Online** (preferred): [www.tenderlink.com/tamworth](http://www.tenderlink.com/tamworth)

**In person:** The General Manager  
Tamworth Regional Council  
Ray Walsh House  
437 Peel Street  
TAMWORTH NSW 2340

**By Post:** The General Manager  
Tamworth Regional Council  
PO Box 555  
TAMWORTH NSW 2340

**By Email:** [trc@tamworth.nsw.gov.au](mailto:trc@tamworth.nsw.gov.au)

APPENDIX 1




**ESSENTIAL ENERGY BANNER POLES**  
**GOONOO GOONOO ROAD (Burilla St - Calala Ln)**



 1:2,720  
 Metres  
 This map cannot be reproduced without the prior written consent of Tamworth Regional Council.

Map: 9