



**SUPPLY AND INSTALLATION OF  
TEMPORARY STRUCTURES  
TAMWORTH CBD & BICENTENNIAL PARK**



**TAMWORTH COUNTRY MUSIC FESTIVAL  
Friday 19 to Sunday 28 January 2018**

**QUOTATION NO: Q002/2018  
Quotations Close: 11am  
Wednesday 30 August 2017**

## INVITATION

Tamworth Regional Council invites quotations from interested companies for the supply and installation of infrastructure for a range of locations during the 2018 Tamworth Country Music Festival.

The size of the infrastructure specified should be taken as indicative only and may change. Quotations must provide a price for all items listed below.

### 1. SITE INFORMATION

#### 1.1. Bicentennial Park

##### **Dressing Room / Green Room**

- 6m x 15m structure with walls (weighted)
- Integrated flooring to suit structure
- Internal wall(s) to create 2 of 3m x 3m separate dressing rooms
- Lighting for all areas

##### **Front of House (audio)**

- 6m x 6m gable roof structure with walls (weighted)
- 36m<sup>2</sup> of plastic flooring to suit structure and area
- Lighting

##### **VIP Seating**

- 15m x 10m marquee (no walls or gables) with 3m extension leg (pegged)

##### **First Aid**

- 5m x 5m structure with walls (weighted)
- 25m<sup>2</sup> of plastic flooring to suit structure
- Lighting

##### **Merchandise**

- 9m x 3m pavilion with walls (weighted)
- Lighting

##### **Miscellaneous**

- 200 x white plastic outdoor chairs
- 15 x 0.8m round plastic tables
- 10 x 1.8m flat-fold tables.

#### 1.2. Fitzroy Street

##### **Stall Holder Pavilions**

- Three (3) of 12m x 6m pavilions (weighted)
- Each pavilion to be divided into eight (8) 3m x 3m trade spaces using panels. Please separately itemize the size and cost of panels/partitions and detail how these are to be installed
- Each 3m x 3m trade space to have a removable metal bar to allow each trader to secure the external canvas wall.
- Lighting to be installed so that there is a light allocated to each 3m x 3m trade space. A high level of lighting is required in these stall trading spaces.

### 1.3. Kable Avenue

- 3m x 3m structure with walls (weighted)

### 1.4. Peel Street - North

- 6m x 4m stage with 0.6m leg (weighted)
- 6m x 6m weighted hoecker (no front gable) on extended legs
- Stage skirt
- Stage step

### 1.5. Peel Street – South

- 6m x 4m stage with 0.6m leg (weighted)
- 6m x 6m weighted hoecker (no front gable) on extended legs
- Stage skirt
- Stage step

## 2. INSTALLATION AND REMOVAL DATES

LOCATION	INSTALLATION	REMOVAL
Bicentennial Park	Tuesday, 16 January 2018	Monday, 29 January 2018
Fitzroy Street	Wednesday, 17 January 2018	Monday, 29 (from 2pm) and Tuesday, 30 January 2018 if required
Kable Avenue	Thursday, 18 January 2018	Monday, 29 January 2018
Peel Street	Friday, 19 January 2018 (between 6am & 12 midday)	Friday 26 January 2018 (between 6pm and Midnight)

## 3. GENERAL CONDITIONS OF CONTRACT

### 3.1. Submissions

- Submissions must include a break up of all costs for each location and structure
- It is compulsory that prior to submitting a quote, all interested parties must visit or be familiar with all locations that a quote is being submitted for.

### 3.2. Acceptance of Quotations

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

### 3.3. Insurance and Documentation

- The contractor must hold public liability insurance to a minimum value of \$20,000 000
- The successful contractor will be asked to provide documentation including (but not limited to): Safe Work Method Statements; Risk Management Plan; Professional Indemnity and Workers Compensation.

### 3.4. Experience

- Companies/individuals are required to provide details of the Company's/individual's experience in similar event environments.

### 3.5. Workplace Health and Safety

- The Contractor is required to be conversant with the WHS Regulations 2012 and shall abide by its requirements in all respects
- All contractors must comply with current WHS legislation to provide safe work practices and instructions to their employees
- All electrical cables must be tagged and tested as per AS/NZ 3760:2010.

### 3.6. Supplier Responsibilities

- All deliveries and placement of infrastructure will be the responsibility of the supplier in consultation with Tamworth Regional Council's events staff.

- During the bump in/bump out period, every work site area should have appropriate construction PPE signage, and appropriate signage advising “No unauthorised access”. Signage should be positioned clearly in front of work areas. Fencing and/or tape and bollards is to be used in high pedestrian areas to ensure the work site/construction zone is clearly defined.
- The supplier will provide a supervisor who will be on call 24/7 from the date of first delivery through to removal of all infrastructure from all sites
- All infrastructure will be fit for purpose and all marquees to be water tight and have walls to be fully closed and secured when not in use
- All staff utilised by the supplier will be employees of the company, and as such will have been thoroughly trained and inducted in the correct procedures to carry out works related to such an event.
- All staff utilised by the supplier must attend a site induction prior to commencement of work.

### 3.7. Assessment of Quotations

- The successful company/individual may be chosen on the basis of the following criteria:
  - Demonstrated experience and expertise in a similar event environment
  - Proposed standards of service and operation
  - Proposed pricing structure
  - Capacity to satisfactorily perform to 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.

### 3.8. Option to Extend Agreement

- There may be an option in the agreement with the successful applicant to extend the agreement for two additional years at the sole discretion of Council at the expiry of any agreement entered into for the 2018 Festival.

## 4. CONTACT DETAILS

For further information regarding this quotation please contact:

Michaela Stevens, Coordinator Events & Operations

**Phone:** 02 6767 5701

**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 Wednesday 30 August 2017.**

Please quote reference number **Q002/2018** and attention to Michaela Stevens by one 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)