



**SUPPLY, INSTALLATION & SERVICING OF  
EVENT TOILETS, SHOWERS &  
OFFICE BUILDINGS**



**TOYOTA COUNTRY  
MUSIC FESTIVAL TAMWORTH 2018**

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

**QUOTATION NO: Q003/2018  
Quotations Close: 11am  
Wednesday 30 August 2017**

## INVITATION

Tamworth Regional Council invites quotations from interested parties to supply, install and service portable toilets, showers and office buildings for the following locations one week prior to and during the 2018 Tamworth Country Music Festival:

- a. Bicentennial Park
- b. Riverside Camp Grounds

The sizes and layouts of the units detailed above should be taken as indicative only. Please ensure quotation provides information regarding the size and number of all units quoted on. Please provide a separate costing for each site listed below.

### 1. SITE

#### 1.1. Bicentennial Park

##### Structures required

- 1 x unisex 16 pan toilet block - sewer connect
- 1 x unisex 8 pan toilet block – pump out
- 1 x VIP toilet with separate male and female single pan with air conditioning for backstage area – pump out

##### Servicing requirement

- Attendant to be on site to maintain and re-stock toilet blocks each evening during the festival.
- VIP toilet backstage to be serviced twice daily – in the morning or at the conclusion of each concert and two hours prior to concert commencing
- Attendant to open toilet blocks 2 hours prior to event start time and close 30 minutes after event finish for the following concerts and events

##### Bicentennial Park Concert Dates & Times *(subject to change)*

Date	Start	Finish	Est. audience
Friday 19 January 2018	7:00pm	10:00pm	8,000
Saturday 20 January 2018	7:00pm	9:00pm	1,000
Sunday 21 January 2018	7:00pm	9:00pm	1,000
Monday 22 January 2018	7:00pm	9:00pm	1,000
Tuesday 23 January 2018	7:00pm	9:00pm	1,000
Wednesday 24 January 2018	7:00pm	9:00pm	1,000
Thursday 25 January 2018	7:00pm	10:00pm	4,000
Friday 26 January 2018	5:00pm	11:00pm	8,000
Saturday 27 January 2018	7:00pm	10:00pm	2,000
Sunday 28 January 2018	7:00pm	10:00pm	8,000

## 1.2. Riverside Camp Grounds

- Six of 6 cubicle shower blocks or three of 12 cubicle shower blocks with individual change areas within each cubicle — sewer connect.
- Two of 6m x 3m office buildings with air-conditioning, 1.8m (minimum) table/bench, small fridge, lockable cash register and office chair. A step (or steps) must be provided to ensure safe access into the building.
- 90 x fresh water flush portable toilets – pump out
- One (1) accessible toilet with suitable ramp access
- Two (2) waste tanks (1000L) to provide motor homes/campers with dedicated points to dispose of the chemical waste without effecting the efficiency and hygiene of the portable toilets, including signage to ensure that campers replace the lid to avoid any unpleasant odours

### Servicing Requirement

- Toilets and showers in all locations to be cleaned and serviced daily outside of official festival dates and at least twice daily during official festival dates. This requirement may increase closer to the end of the festival as demand and use increases.

## 2. INSTALLATION AND REMOVAL DATES

All deliveries and placement of buildings are the responsibility of the supplier, including leveling and steps.

The Riverside Camp Grounds operate from Thursday 11 January to Sunday 28 January 2018. The majority of campers arrive from Friday 19 January, the first day of the 2018 festival. 2018 Tamworth Country Music Festival will be held from Friday 19 January to Sunday 28 January 2018.

Location	Installation	Removal
Bicentennial Park	Wednesday 17 January 2018	Monday 29 January 2018
Riverside Camp Grounds	Monday 8 to Wednesday 10 January 2018	Monday 29 January 2018

## 3. FLOOD ZONE

The units for **Riverside Camp Grounds** will be in a flood area. It is generally understood that the units cannot be insured for flood damage. The supplier is to be responsible for the removal and return of these units if Council gives four (4) hours notice.

Costs for this removal, relocation (to alternative camping sites in a number of parks in Tamworth) and return of units should be included in the quotation and listed as a separate item. Information regarding evacuation plans for equipment, in the case of a flood, should also be included.

Should the supplier be able to obtain insurance to cover flood damage, then consideration would be given in this regard. Costs for this provision should be listed separately.

## 4. GENERAL CONDITIONS OF CONTRACT

### 4.1. Submissions

- Submissions must include costs for each location being quoted on, including all labour, attendants, crew and transport costs etc
- It is compulsory that prior to submitting a quote, all interested parties be familiar with all locations that a quote is being submitted for.

#### **4.2. Fees**

- All costs associated with travel expenses must be factored into the quoted price
- Quotations to include transport of all equipment
- Quotations to include consumables.

#### **4.3. Acceptance of Quotations**

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

#### **4.4. Insurance and Documentation**

- The contractor must hold public liability insurance to a minimum value of \$20,000,000.00
- The successful contractor will be asked to provide documentation including (but not limited to): Safe Work Method Statements; Risk Management Plan and Workers Compensation.

#### **4.5. Experience**

- Companies/individuals are required to provide details of the Company's/individual's experience in the set up and operation of portable buildings in similar event environments. Please provide images of any infrastructure referred to or quoted on.

#### **4.6. 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.

#### **4.7. Council Responsibilities**

- Council will provide access at any time to dispose of liquid waste at the Tamworth treatment plant or other facility to be nominated by Council at no charge
- Council will have staff available to provide advice, where necessary, with the positioning of buildings upon arrival
- Council will provide access to mains water
- Council will provide a location for camping (if required) for staff, vehicles and stock.
- Council will arrange for electrical and plumbing connections where assistance is required.

#### **4.8. Supplier Responsibilities**

- All pump out units to be pumped out daily or as required, replenished with chemical, water and toilet paper
- Supply pump trucks to deal effectively with the waste produced by campers and other sites:
  - a) At least one pump truck outside of official festival dates.
  - b) Two pump trucks provided during official festival dates.
- Toilets/showers in all locations to be cleaned and serviced:
  - a) daily outside of official festival dates
  - b) twice daily during official festival dates
  - c) toilet paper and hand towel paper to be replenished as required
  - d) as per standard work method procedures and maintained for use
- The supplier will provide an onsite supervisor who will be on call 24/7 from the date of first delivery through to removal of all units from site
- The supplier will provide Council with the nominated plant numbers of the equipment to be supplied, to ensure that the correct equipment is supplied and installed at the nominated location
- 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
- At all times there will be staff available to assist, including cleaners, service drivers for all vehicles, minor maintenance serviceman and a site Project Manager/Supervisor.

#### 4.9. Option to extend agreement

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

#### 4.10. Assessment of Quotations

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

### 5. INFORMATION

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)

### 6. LODGEMENT OF QUOTATIONS

Quotations will be received up to **11am on Wednesday 30 August 2017** quoting reference number **Q003/2018** 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)