Real Festival

Generators and Distribution
Hire and Installation

Request for Quotation
REAL FESTIVAL 2019
REQUEST FOR QUOTATION
GENERATORS AND DISTRIBUTION

INTRODUCTION
Real Festival is a fun, family-friendly event that transforms the Nepean River on the first weekend in November. Each year the imaginative outdoor event program brings this natural landscape to life with surprises, feel-good moments and unforgettable experiences around every corner.

During the day there’s hands-on activities to spark your curiosity, enthralling art installations to get your mind thinking; roaming entertainment, stage shows and river sports to get your heart racing, and food trucks guaranteed to please.

At night the festival atmosphere really shines bright with live music from Australia’s best musicians, dancing under the stars, outdoor bar and food trucks galore, illuminated artworks and spectacular theatre performances creating a truly magical experience.

With something for absolutely everyone to enjoy and offered all for free, you really don’t want to miss a moment of Real Festival. Learn about the event and keep up to date with news at realfestival.com.au

When: Friday 1 November 2019, 5pm – 10pm
Saturday 2 November 2019, 2pm – 10pm

Where: Tench Reserve, Tench Avenue Jamisontown, NSW 2750
(Along the Nepean River foreshore)

Audience: 25,000 expected attendances across the festival weekend.

SCOPE OF PROJECT
Council is seeking to appoint an experienced events infrastructure supplier to provide hire and installation/removal of generators and distribution for Real Festival 2019.

The purpose of this RFQ is to obtain quotations based on the information provided in this document. Following are some infrastructure requirements to use as a guide for your submission.

Should your organisation wish to quote on only some of the following requirements, or if there is an element that you may not be able to supply, please quote for the services/items that you are able to supply. Council may potentially hire different suppliers for each service pending the outcome of the submissions, based on the individual requirements of each service.

The infrastructure requirements in this RFQ may be subject to change as the event program and layout are finalised. Council will work closely with the successful applicant(s) to determine the final service requirements for the event.
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INFRASTRUCTURE REQUIREMENTS
The following specifications give an outline of the infrastructure requirements for the festival. These requirements are subject to change as the event layout progresses between now and the festival but should provide a base for quotation.

Please itemise the costs associated with each item in your quotation.

Setup Information
- **Bump in**
  - Thursday 31 October
- **Bump out**
  - Sunday 3 November or Monday 4 November
- **Site access**
  - Trucks and service vehicles can be taken right to the drop off location.
- **Electricity**
  - Council is dedicated to building an environmentally friendly event. If you can supply green power solutions for your setup, please indicate this and itemise on the quotation.

Generators and Distribution

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>50kva silenced generators</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>20kva silenced generators</td>
<td>Or larger</td>
</tr>
<tr>
<td>1</td>
<td>Fuel Cell</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>32 amp Distribution Boards</td>
<td>Some will connect to house power</td>
</tr>
<tr>
<td>120</td>
<td>Cable trays</td>
<td>2 channel preferable, if not 5 channel</td>
</tr>
<tr>
<td>10</td>
<td>20m 3 phase cables</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>20m 10 amp cables</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>10m 10 amp cables</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>5m 10 amp cables</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10 amp power boards</td>
<td></td>
</tr>
</tbody>
</table>

Installation Crew Requirements
A technician will be required for the following times for bump in and bump out:
- Thursday 31 October – 8 hours: generator placement and cable install
- Friday 1 November – 6 hours: cable install and connecting vendors
- Monday 4 November – 6 hours: bump out (can also be Sunday 3 November if desired)
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EVENT SITE DETAIL
The event footprint is approximately 400m in length x 100m in width. Truck access is available throughout the entire event site.

Majority of the event site is slightly sloped, but generally ok for generator placement.

Forklifts will be available on site.

ESSENTIAL REQUIREMENTS
• All hire equipment and bump in procedures must have a Safe Work Method Statement (SWMS).
• All workers are to be trained in the safe operation and installation of equipment, have an understanding of SWMS documentation and comply and adhere to the legislative requirements, codes and practices of Work Health and Safety (WHS) standards.
• All companies must be able to provide a certificate of currency for current public liability insurance for cover up to $20 million, and workers compensation insurance details.

CLOSING DATE
The closing date for quotations will be Friday 24 May 2019. All submissions and queries will need to be submitted through VendorPanel (see next page).

SELECTION CRITERIA
Submissions will be assessed on the following criteria:

• Value for money pricing
• Quality and selection of equipment suggested to suit festival requirements
• Experience of the supplier/organisation

If you are only able or wanting to quote on one or more elements of this project, please still do so. If you have multiple options for one or more of the requirements listed in this request, please list all options in your quotation and itemise the costings to help us make the best decision.
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MATERIALS AVAILABLE TO INFORM THE PROJECT
For gallery images, program information and a highlights video from Real Festival 2018, visit our website – realfestival.com.au.

A detailed site plan is in progress and will be finalised closer to the event date.

If you require a site visit for quotation, please book an appointment on the contact details below.

CONFLICT OF INTEREST
If a supplier believes they have a potential or perceived conflict of interest, they must declare the conflict in their submission.
A conflict of interest can arise where there is reasonable expectation of direct or indirect benefit or loss if an individual Council employee with a particular personal interest could be influenced, or appear to be influenced, in favour of that personal interest in the performance of their duties.
The benefit or loss can be financial or non-financial.

TENDER PROCESS - VENDORPANEL
All quotes and queries must be submitted online through the VendorPanel supplier marketplace.
To register on Vendorpanel, please go to http://www.marketplace.vendorpanel.com/.

So that we can find you in VendorPanel, we suggest you list your business under the following category – Event Management & Services → Event Equipment Hire (you can choose more than one of these categories if desired).

Once registered, let us know on the contact details on the last page and we will forward you an invitation to quote through VendorPanel. Once the invitation is sent you will have until Friday 24 May 2019 to submit your quotation.

Council will not be able to see the progress of your application or the final submission until after the closing date.

COUNCIL CONTACT
For any information relating to this request for quotation, please contact:
Mike Smith
Real Festival / Events Officer
(02) 4732 7473
mike.smith@penrith.city