



LEETON
SHIRE COUNCIL

REQUEST FOR QUOTATION

CHELMSFORD PLACE PROMENADE

ARTIST'S BRIEF FOR CHRISTMAS LIGHTS INSTALLATION

2021

Request for Quotation (RFQ)

Respondents must complete all relevant sections. Respondents are cautioned to carefully read all sections of this RFQ.

1. SUMMARY TABLE

RFQ Title	Artists brief for Christmas Lights Installation (the Services).
RFQ Number	LSC2020-115
Issue Date	10 th February 2021
RFQ Closing Date:	15 th March 2021
RFQ Closing Time:	4.00 pm
RFQ Lodgement Instructions:	By email: Council@leeton.nsw.gov.au By hand or post: Leeton Shire Council Office, 23-25 Chelmsford Place, Leeton NSW 2705 <i>(Note: all Quotations are to be marked "CONFIDENTIAL: Artists brief for Christmas Lights Installation")</i>
Documents in the RFQ	This RFQ, being seven (7) pages, and the attached Artist's Brief.
RFQ Contact Person	Name: Adrian Edgcome-Lucas Position: Manager Special Projects Email: adriane@leeton.nsw.gov.au Telephone: 02 6953 0936 or 0428 530 924
Site Inspection	Optional and by arrangement with Adrian Edgcome-Lucas
Evaluation Completion	31 st March 2021
Contract Date	The date on which a Purchase Order or Contract is issued by Leeton Shire Council (LSC) for the Services.

2. IMPORTANT INFORMATION

<p>Overview</p>	<p>LSC invites suitably qualified and experienced persons to submit a Quotation for the design and construction of a bespoke public lighting installation at Chelmsford Place Promenade in Leeton. The installation will form part of the significant upgrade of the park, which is due to be delivered in by 30 June 2021 as listed in the attached Artist's Brief and upon the Conditions of Quotation (see Section 6).</p>
<p>Important Information</p>	<p>As detailed in the attached Artist's Brief:-</p> <ul style="list-style-type: none"> • The installation is to be <ul style="list-style-type: none"> ○ An iconic landmark with a day and night visual presence ○ Have a lifespan exceeding 20 years ○ Able to be assembled/dissembled for storage ○ Robust, vandal proof design suitable for public space ○ Technically sound and safe with minimal public risk and adherence to occupational health and safety principles and Playsafe guidelines • The commission should include: <ul style="list-style-type: none"> ○ Any required structural and engineering requirements, including certification. ○ Coordination with LSC and their nominated specialist providers, including but not limited to landscape architect, hydraulic engineer and electrical engineer • The Quotation is to include materials, engineering, fabrication, site preparation, transportation, installation and clean-up, lighting, artist's fee and insurance. • The project will develop in stages as follows: <ul style="list-style-type: none"> ○ Stage One – Respondents are to provide quotations which should include a brief conceptual statement interpreting the Artwork Brief, as well as other specified criteria. ○ Stage Two - the successful Respondent will enter into a Commissioning Agreement with LSC and prepare a concept design, as well as other specified requirements. ○ Stage Three – the successful Respondent will undertake design development, fabrication and installation.
<p>Evaluation Criteria</p>	<p>Quotations will be evaluated by determining the best value for money having regard to the Evaluation Criteria set out in Section 3.</p>
<p>Local Preference Policy</p>	<p>LSC is committed to the local region business growth. Respondents are encouraged to include details of local supply content and any community benefit in their responses and to familiarise themselves with LSC's "Local Preference Policy" (at:https://www.leeton.nsw.gov.au/about-council/plans-policies-reports.aspx).</p>
<p>Commencement Date</p>	<p>By agreement and in accordance with the Commission Agreement.</p>
<p>Completion Date</p>	<p>30 June 2021.</p>
<p>Other</p>	<p>Please refer to the attached Artist's Brief.</p>

3. DETAILS TO BE PROVIDED IN THE QUOTATION

Price	Lump sum and GST inclusive quote.
Details to address the Evaluation Criteria	<p>Proposals will be evaluated by determining the best value for money having regard to the Evaluation Criteria set out below:</p> <ul style="list-style-type: none"> • Artist statement being a brief conceptual statement interpreting the Artwork Brief. • Demonstrated capacity to deliver the work within timeframes, budget and construction requirements • Demonstrated experience of working in a collaborative design team or similar context • Relevant artistic practice and previous experience including with Workplace, Health and Safety • Relevance of supporting images in correlation to this Commission • Price • Local supply content (see Section 2)
Safety and Environment	<p>The Respondent must provide the following:-</p> <ul style="list-style-type: none"> • Assurance that the Workplace, Health and Safety required by Law can be met for all contractors, sub-contractors and employees • Details of the licenses and permits for contractors, sub-contractors and employees required by Law relevant to the details set out in the Artist's Brief
Insurance	<p>Details of the following insurances:</p> <ul style="list-style-type: none"> • Workers compensation, in accordance with the relevant statutory requirements • Public liability for the amount of \$20,000,000 for each occurrence
Respondent Information	In accordance with Section 4
Respondent Statement	In accordance with Section 5

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4. RESPONDENT INFORMATION

Company Name and/or trading name	
ABN	
Business Address	
City / Town	
State	
Post Code	
Website (if applicable)	
Contact Name	
Email Address	
Mobile Phone	
Office Phone (if applicable)	

5. RESPONDENT'S STATEMENT

"I certify that this Quotation is offered without prior understanding, agreement or connection with any corporation, firm or person submitting a Quotation for the same Services and is in all respect fair and without collusion or fraud. I agree to abide by all Conditions of this Quotation as set out in Section 6 and certify that I am authorised to sign this Quotation for the Respondent."

Authorised representative name	
Authorised representative signature	
Date	

6. CONDITIONS OF THE QUOTATION

Inquiries	All requests for further information regarding this RFQ can be made to the Contact Person via the details in the Summary Table. Answers to requests for further information may be provided to all persons who have registered to receive a copy of this RFQ at the discretion of the Contact Person and the Contact Person may issue an Addendum. Once issued an Addendum becomes part of the RFQ.
Legal relationship	This RFQ, or any conduct or statement made on behalf LSC, does not create any legal relationship between LSC and the Respondent.
Lodgement of Quotation	Quotations must be lodged in full by the Closing Date and Time and by the method as outlined on the Summary Table.
Execution of Quotation	All Quotations must be executed as follows:- <ul style="list-style-type: none"> • A company: as permitted under the constitution or the Corporations Act 2001 (Cth); or signature of an authorised representative. • A partnership/individual: signature of authorised partner/individual.
Respondents to inform themselves	Information provided in this RFQ is provided in good faith. Respondents must rely upon their own skill and knowledge in preparing the Quotation.
Quotation validity period	Quotations will be an offer by the Respondents to supply the Services subject to these conditions of the Quotation. The offer will remain open for Acceptance by LSC for thirty (30) days from the Closing Date and Time. LSC reserves the right to cancel or amend the RFQ at any time and for any reason prior to awarding any Contract of Engagement and may call for new Quotations at its discretion.
Evaluation process	Quotations will be evaluated by LSC after the Closing Date and Time. LSC may request Respondents to take part in a process to obtain further information in addition to any information contained in a Quotation. Following evaluation of all Quotations LSC may select one or more preferred Respondents and negotiate with those with a view to Acceptance; or accept any Quotation; or reject all Quotations.
Evaluation	Quotations will be evaluated by determining the best value for money having regard to the Evaluation Criteria. LSC is not bound to accept the lowest or any Quotation.
Acceptance	A Quotation may be accepted by LSC by delivery of a notice of Acceptance to the successful Respondent at the address specified in the Quotation. No legal relationship will exist between LSC and a successful Respondent for the supply of the Services prior to a Contract of Engagement being issued by LSC.
Conflicts of interest	Respondents must disclose any relationship which it, or an officer (if the Respondent is a corporation) or employees, has with LSC.
No collusion	Respondents must not: <ul style="list-style-type: none"> • Enter into any arrangement with any other Respondent. • Canvass any person, including any official of LSC, in connection with the Quotation. • Communicate to any person, other than LSC, the amount or approximate amount of its Quotation (except where disclosure is made in confidence for preparation of the Quotation).
GIPA requirements	The Respondent acknowledges that all information used, submitted or prepared in the course of the Quotation is subject to the Government Information (Public Access) Act 2009 and, under this legislation, LSC may be required by law to disclose information provided by the Respondent.

7. DEFINITIONS

Acceptance	means the acceptance by LSC of a Quotation submitted by the successful Respondent.
Addendum	means any additional attachments to this RFQ issued by LSC prior to the Closing Date and Time.
Business Day	means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney
Closing Date and Time	means the closing date and time for the receipt of Quotations as set out in the Summary Table
Conditions of Contract	means the conditions of any Contract of Engagement that may be agreed between LSC and the Respondent.
Contact Person	means the person identified in Section 1 (Summary Table)
Contract of Engagement	means the Purchase Order issued by LSC for the Services and, if applicable, any contract or other instrument of engagement appropriate for the commission that may be agreed between LSC and the Respondent in relation to the Services.
Evaluation Criteria	means the Evaluation Criteria in Section 3 (Details to be provided in the Quotation).
Law	means any legislation or legislative provision and includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
Price	means the amount payable for the Services inclusive of GST
Quotation	means a Quotation provided by a Respondent in response to the RFQ.
Request for Quotation or RFQ	means the documents specified in the Summary Table as comprising the RFQ and includes any Addenda.
Respondent	means a person who has or intends to submit a Quotation for the Services in the RFQ.
Services	means the services identified in the RFQ which the selected Respondent is required to provide to LSC.
Specification	means the requirements set out in this RFQ, being the details of as described in the Artist's Brief.
Successful Respondent	means the Respondent whose Quotation is accepted by LSC.
Summary Table	means the table in Section 1 (Summary Table).