

# ARTIST SUBMISSION FORM

## Q7066 – INDIGENOUS PUBLIC WATER TANK ARTWORK PROJECT



Registered Business Name	
Trading Name of Firm or Company	
Australian Business Number (ABN)	
Registered Business Address (It cannot be a PO Box)	
Details of legal structure (e.g. sole trader, company, incorporated association)	
Contact Person	
Contact Telephone Number	
Contact E-mail Address	

### ***For Remittance advices and EFT payment***

Business Bank Account Name	
Business Bank Account BSB Number	
Business Bank Account Number	
Email address for remittance advice	

### **Hereby quote to perform the following works:-**

**Quotation No. CQ7066**, Provision of Indigenous Public Water Tank Artwork Project

Available start date	
Able to reach Practical Completion within this many <b>days</b> after start of works	

### **If the Respondent is a partnership, the full name of all individual members must be stated here:**

Partner Names	Partner Names

## PRICING SCHEDULE

Please identify in the table below which components of the project you are applying for.

It is assumed most applicants will preference applying for both items **1. 'Concept Artwork Design'** and **2. 'Design Delivery & Storytelling'** however, you can apply for only one component.

Item	Description	Fixed Rate incl. GST.	Artist Applying For
*1.	Concept Artwork Design	\$5,000	
**2.	Design Delivery & Storytelling	\$10,000	
	<b>TOTAL</b>	<b>\$15,000</b>	

***\*Item 1 – Rapid Global compliance and insurances are not required. Notwithstanding, Council's Child Safe document to be completed and submitted to Council.***

***\*\*Item 2 – Rapid Global compliance & Insurances are required as per details below in the Schedule of Information.***

Signature:	
Name:	
Title:	
Date:	

**SUBMISSIONS CLOSE AT 10:00am on 5 December 2022**

## SCHEDULE OF INFORMATION

*The Respondent shall submit the following information to support its submission. This information will be treated as confidential.*

*Where insufficient room has been allowed for any response please attach separately.*

### PRE-REQUISITES

Pre-requisites comprise the following requirements:

#### 1. Insurance

Please confirm that you have current insurances that comply with the requirements of the Terms and Conditions of this Contract.	Do You Have This Insurance? Yes/No
Public Liability - Minimum \$20,000,000 per event in the aggregate.	
Workers Compensation (WorkCover) Unlimited	
If WorkCover Insurance is not held, please provide an explanation. If you are a Sole Trader and do not have WorkCover Insurance, we strongly recommend you have Personal Injury Insurance.	

#### 2. OH&S Management

Following evaluation of quotes, the preferred respondent will be invited to register and become compliant with Council's Contractor Compliance system, Rapid Global. For further information, please refer to [Rapid Global Contractor Compliance](#). Please refer to Section 1. Above for insurance certificate of currencies to be uploaded into Rapid Global. [Rapid Global registration fee](#) for Medium Risk to be paid by the applicant.

Respondents who do not provide the required documentary evidence by the requested date will be ineligible for selection.

Typical documentation that will be required as evidence at the assessment stage of the process includes, but is not limited to:

- Certifications (ISO 45001, AS/NZS 4801, , ISO 9001, ISO 14001 etc.);
- Policies and Procedures relevant to Safety/Quality/Environment;
- Risk assessments, Job Safety Analysis, Safe Work Method Statements;
- Plant & Equipment Registers & Maintenance Records;
- Training Records;
- Completed Incident & Hazard Reports;

- Hazardous Substances & Dangerous Goods Registers;
- Sub-Contractor Assessments/Controls;
- OHS Auditing and Inspection records.

2.1	Has the respondent already been assessed via Rapid Global as part of the Amalgamated Councils of Victoria? (Yes/No)	
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3. **Child Safe Standards Assessment:** Council is committed to a zero-tolerance approach to child abuse, through actively promoting child safety and ensuring compliance with the Victorian Child Safe Standards.

As a Child Safe organisation, Council requires that all contractors meet minimum standard requirements based on the services / works having incidental contact with children.

The successful respondent will be required to upload the completed and signed Child Safe Standards Contractor Assessment via Rapid Global.

For further information, please see Council's Child Wellbeing and Safety Policy.

For any further enquiries, please email: [childsafe@yarraranges.vic.gov.au](mailto:childsafe@yarraranges.vic.gov.au)

4. **Coronavirus (COVID-19):** On 11 March 2020 the outbreak of COVID-19 was declared a pandemic by the World Health Organisation. A pandemic is the worldwide spread of disease. On 16 March 2020 the Victorian government declared a State of Emergency in Victoria, to help minimise the spread of COVID-19 and ended the State of Emergency at 11.59PM on the 15<sup>th</sup> of December 2021. The Victorian government introduced a pandemic-specific framework in December 2021 to assist in managing the COVID-19 pandemic. Respondents are required to ensure they keep themselves informed of the very latest Pandemic orders/ developments from expert advisors as the COVID-19 situation develops, for example, from the Department of Health and Human Services (DHHS), Victoria's Chief Health Officer or their Representatives, WorkSafe.

## **SELECTION CRITERIA**

A response to each selection criteria is mandatory. Failure to supply the required information against the selection criteria may exclude the Respondent from further consideration.

Artists can submit a video response addressing all the selection criteria below in detail.

### **1. PROJECT OBJECTIVES 20%**

**Demonstrated understanding of the project scope and objectives through a written, audio or video response to the brief.**

Refer page 3 of the Project Brief for Project Scope and Objectives. 200 words maximum.

## 2. PAST AND CURRENT WORKS 20%

### Relevant experience, with emphasis on work(s) in public space.

Respondents are to provide details of up to three examples of previous similar work. These references may be contacted as part of the evaluation process.

#### WORKS 1

Location and description of works:

Completion date:

Attachment Title:

Contact Name / Phone:

#### WORKS 2

Location and description of works:

Completion date:

Attachment Title:

Contact Name / Phone:

#### WORKS 3

Location and description of works:

Completion date:

Attachment Title:

Contact Name / Phone:

*\*Council reserves the right to contact your nominated clients to enquire as to any activities your organisation may be engaged in at the time of this Response.*

### **3. ABILITY TO MEET DEADLINES 20%**

**Capacity to undertake the advertised work according to project budget and timeline.**

How do you ensure your ongoing ability to meet project timeframes with appropriate resources and within project budget. Please respond in dot (bullet) point.

### **4. LOCAL ENGAGEMENT 20%**

**Please explain what approach you would adopt to engaging with the local Aboriginal and Torres Strait Islander community.**

**5. CELEBRATE CONTRIBUTIONS OF FIRST NATIONS PEOPLE IN THE YARRA RANGES 20%**

**Explain how the artwork will build pride in and celebrate the significant contributions of First Nations people to the history, contemporary culture and identity of Yarra Ranges.**

**6. PREFERRED WATER TANK (Ungraded)**

**Please identify your first and second preference water tank.**

First preference	
Second preference	



## 7. DECLARATION

The Respondent declares that:	
1	the fixed cost price covers the cost of performing all obligations under the contract, including all costs associated with Works, Public Liability, Professional Indemnity insurances (if applicable) and Rapid Global.
2	there has been no engagement in any practices that contravene the Competition and Consumer Act 2010 in relation to the preparation and submission of this tender response.
3	the tender response is a true and accurate offer and other than any stated non conformance in the Statement of Conformance in the Response Schedule, there are no other non conformances in respect of the tender response.

SIGNED by or on behalf of the tenderer

Signature:	
Name:	
Title:	
Date:	

**Failure to fully complete this Schedule may deem the submission Non-conforming.**