



## 2019 Parking Tender Specifications

**General Information:** The Gympie District Show Society Inc. (GDSS) is a non-profit community-based organisation, which organises the Gympie District Show. Last year over 38,000 people passed through our gates. This year marks our 131<sup>st</sup> Show and will be a 3-day event being held on Thursday 16<sup>th</sup>, Friday 17<sup>th</sup> and Saturday 18<sup>th</sup> May 2019.

### REQUIREMENTS

#### **Target**

The GDSS requires personnel to manage the parking arrangements at the 2019 Gympie Show.

Minimum staffing numbers and hours are as per the Contract Schedule.

#### **Contractor**

- The contractor is to supply the GDSS with the name and mobile telephone number of their onsite person in charge.
- The contractor will ensure that all staff are provided with a copy of the Gympie Show Information Guide.
- All parking attendants need to be available for training approx. three (3) weeks before the Show.
- The contractor will undertake the line marking and or bunting of the parking ground on Wednesday 15<sup>th</sup> May 2019. **NOTE:** GDSS has no specific line marking equipment.
- The contractors' staff must always wear Hi visibility vests and carry fluoro batons while on duty.
- The contractor must ensure that all patrons are wearing an appropriate armband on their wrists and that the armbands are secure.
- All parking attendants need to be aware of the disability parking arrangements.
- Parking tasks include:
  - Stake out the car parking lanes, as required
  - Allocating parks as best suits the grounds capacity as the days progress.
  - Ensure disable patrons are parked in the designated areas.
  - Usher patrons to be exist gates.
- Any disputes need to be directed to the onsite parking steward in charge in the first instance.
- Any variations to the above including any associated costs will be negotiated with the Show Secretary.

#### **Gympie District Show Society Inc.**

The GDSS will supply all materials required for the line marking and or bunting for the parking areas.

## **CONTRACT SCHEDULE**

### **Line marking and or bunting of the parking ground**

✚ WEDNESDAY 15<sup>th</sup> May – Staff as required

### **Minimum requirement for committee car park staff and hours:**

✚ THURSDAY 16<sup>th</sup> May 1 Person 7.00am – 5.00pm

✚ FRIDAY 17<sup>th</sup> May 1 Person 7.00am – 5.00pm

✚ SATURDAY 18<sup>th</sup> May 1 Person 7.00am – 5.00pm

### **Minimum requirements for main parking area staff and hours (vehicles entering via main gate opposite Southside Store)**

✚ THURSDAY 16<sup>th</sup> May - 6 Persons - 8.00am- 9.00pm

✚ FRIDAY 17<sup>th</sup> May 6 Persons 8.00am - 9.00pm.

- Grand Parade – 2.30pm.
- Fireworks at approx. 8.00pm.

✚ SATURDAY 18<sup>th</sup> May 6 Persons 8.00am to 9.00pm.

- Rodeo starts at 8.00am.
- Fireworks at approx. 8.00pm.

### **Minimum requirement for main parking park staff and hours (vehicles entering via Ramsey Road Gate 5 entrance)**

✚ FRIDAY 17<sup>th</sup> May 2 persons 9.00am – 3.00pm

## **TERMS and CONDITIONS**

- ❖ Please refer to the attached Gympie Show Information Guide for the complete set of terms and conditions relating to this tender.
- ❖ The organisation cannot assign or subcontract the tender without the prior written consent of the GDSS.
- ❖ The tendered amount must be inclusive of GST
- ❖ Upon successful provision of the services being provided (as above) to the GDSS, the GDSS will pay the fee as tendered to the contractor.
- ❖ Payment of the fee by the GDSS will be made within 28 days of receipt of a complying tax invoice from the contractor.
- ❖ The contractor will provide the GDSS with a complying tax invoice by Friday the 31<sup>st</sup> May 2019

## **PASSES**

- The following will apply to the successful contractor.
  - Electronic tickets will be issued as per the ticket roster to be completed by the contractor.
  - Electronic tickets can be exchanged for armbands upon entry via the show entrances from Thursday 16<sup>th</sup> May 2019.
  - Vehicle passes need to be discussed with the Show Secretary.

