



EXPRESSIONS OF INTEREST

EVENT AND VENUE SECURITY SERVICES (2018 – 2020)

1. Background

The Royal Agricultural Society of Victoria Limited (RASV) is a member-based, not-for-profit organisation that is dedicated to supporting excellence in Victorian agriculture. Encouraging industry development and benchmarking standards, RASV rewards and recognises excellence by showcasing the best Victorian produce through its prestigious events, competitions and associations in agricultural and rural communities.

RASV manages the Royal Melbourne Show (Show), an 11-day community event held over September/October each year at the Melbourne Showgrounds in Ascot Vale, Victoria. The Show is Victoria's largest community event, attracting over 450,000 visitors each year. RASV also manages a number of agricultural industry events throughout the year.

In addition to the Show, RASV manages the Melbourne Showgrounds - Melbourne's largest and most versatile indoor/outdoor event venue. With new purpose-built exhibition and event spaces, restored heritage buildings the site spans 19 hectares. Melbourne Showgrounds is home to over 250 events each year ranging from music concerts and industry exhibitions to sporting and agricultural events.

An approximate summary of the services required is listed below (further detail will be supplied to Shortlisted EOI respondents as part of a future tender process).

Summary of skills and responsibilities required:

- Access control, parking cars, screening at entry points, foot patrols, RSA;
- Crowd control and responsible service of alcohol certification;
- Manage car parking and vehicle access to the site;
- Back up and support to VicPol as required;
- Asset protection; and
- Control Centre Operator for the duration of the event.

For the Royal Melbourne Show

Bump in and Bump Out (up to 20 days before and 10 days after the Show): approximately 14 hours per day coverage, 8-40 security staff per shift.

Show Event Days (11 Days): generally 14 hours per day coverage (with a small number of 24 hour shifts), 140 security staff per shift.

For Melbourne Showgrounds throughout the year

Depending on the day and the size of the event, staffing requirements between 0 and 120 security staff per day.

RASV is seeking responses to this Expressions of Interest (EOI) from suitably experienced and skilled organisations for the provision of event and venue security services for the Show and Melbourne Showgrounds for the next three years. EOI respondents will be shortlisted and invited to tender in October/ November 2017.

2. EOI Submissions

RASV is seeking EOI Submissions (no greater than four pages) that address the following points:

- a) Company Name and ABN
- b) Company Contact Person, email and phone number:
- c) Company Address
- d) Please list your major event experience.
- e) Do you have experience working on livestock/animal events? If yes, where and when?
- f) What security infrastructure do you own (ie: hand-held metal detectors, radios, CCTV, 24hr security centre, online inductions/systems, golf buggies, traffic control equipment (stop/slow bats, traffic wands, etc.))?
- g) What skillsets are you able to provide (ie: crowd control, traffic control, close personal protection, screening, CCTV operators, fire wardens, etc)?
- h) How many permanent and contract staff do you have?
- i) Please provide your proposed resourcing model for the Show event (own staff verses subcontractors)
- j) What is your ability to scale resources to suit events?
- k) Please list your preferred subcontractors.
- l) What award/EBA do you operate under?
- m) Are there any current contracts that you manage that might clash with the Show event in late September? If yes, how would you manage resourcing multiple commitments?
- n) Please provide the names and contact details of two relevant referees.

3. EOI timeline and further information

Closing date for EOI submissions:	EOI submissions will be received via email only (maximum four pages). Please email EOI before 2pm, Monday 18th September 2017 to: eo.security@rasv.com.au
Further information regarding the EOI:	Melissa Jacobs ph: (03) 9281 7471
Selection of shortlisted EOI's	Shortlisted EOI respondents will be contacted before Friday 22 nd September 2017.
Site Inspections and tendering:	Only shortlisted EOI respondents will be invited to visit the site and progress to tender stage.