

**ITEM 10. TENDER - SCHEDULE OF RATES CONTRACT FOR
MANUFACTURE AND INSTALLATION OF PARK SIGNAGE****FILE NO: S056888****TENDER NO: 0735****SUMMARY**

On 12 March 2007, Council resolved to approve the guiding principles and concept design for a proposed new suite of park signage. Design development and the roll out of signs for the first phase of parks were also endorsed.

Design of the form of the sign and layout of the content has been completed. Documentation has been prepared to establish a schedule of rates contract for the delivery of the signs.

On 17 July 2007, a public tender was called for the submission of rates to manufacture and install park signage.

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender submitted by Company A; and
- (B) Tender Evaluation Summary, Attachment C to the subject report, remain confidential in accordance with Section 10A(2)(d) of the Local Government Act 1993.

ATTACHMENTS

Attachment A: Annexures to report on park signage

Attachment B: Typical sign detail

Attachment C: Tender Evaluation Summary (Confidential)

BACKGROUND

1. The concept design of the new suite of park signage was described in detail in the report to the Environment and Heritage Committee on 5 March 2007 and approved by Council on 12 March 2007. Council also endorsed the design development and roll-out of the new signage family in nominated parks and reserves. The report included the following information.
 - (a) concept design drawings indicating:
 - (i) the overall form and colour of the signs;
 - (ii) the layout and format of the signage content;
 - (b) a statement of the approach to sign content;
 - (c) three examples of the wording and other content to be included on the signs; and
 - (d) a list of 21 parks comprising the phase 1 roll out for the new signs.
2. Copies of Annexures D and E of the report are attached (see Attachment A).
3. Design development and documentation has now been completed. It includes the following information.
 - (a) details of the form and finish;
 - (b) the layout templates for the content of the sign;
 - (c) footing and installation details; and
 - (d) a sample is attached (see Attachment B).
4. The form, colour and layout of the signs included in the construction documents are in keeping with the concept design with the following additions.
 - (a) a small amount of Braille and large texture text has been included to improve access for people who are blind or partially sighted; and
 - (b) main signs will include a unique locality number to facilitate telephone enquiries.
5. The signs are to be delivered under a schedule of rates contract which will remain valid for two years with a one year option. Tenderers were required to provide rates for the following:
 - (a) the various components of the signs, ie, post, panels, brackets and fixings;
 - (b) the variety of content to be included on the signs, ie, text only, text and graphics, text and photographs; and
 - (c) installation and making good in a variety of existing ground finishes i.e. garden, lawn or pavement.

INVITATION TO TENDER

6. Advertisements were placed in the Sydney Morning Herald and the Australian Newspapers from 17 to 24 July 2007.
7. Tenderers were asked to submit rates for the manufacture and installation of signs throughout the local government area.

TENDER SUBMISSIONS

8. Five submissions were received from the following organisations:
 - Claude Group
 - Consolidated Graphics
 - Diadem P/L
 - Hunt & Ryan Sydney
 - T&M Group

TENDER EVALUATION

9. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
10. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment C.
11. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) tendered price;
 - (b) resources – key personnel and subcontractors;
 - (c) proposed program and methodology;
 - (d) environmental and traffic management plan;
 - (e) experience in similar works and references;
 - (f) Occupational Health and Safety; and
 - (g) financial and commercial trading integrity / insurances.

PERFORMANCE MEASUREMENT

12. In entering into a contract, the City will ensure that performance standards are monitored during construction by:
 - (a) review of shop drawings and prototypes;
 - (b) attending weekly site meetings and inspection of works with the Contractor;

- (c) undertaking Quality Assurance Inspections with Council's Design Officer at hold points in the specification;
- (d) ensuring that the Contractor delivers all necessary OH&S Plans, work method statements, inspection and test plans and certificates of compliance as specified in the tender documents for Council review; and
- (e) Monitoring the Contractor's program and assessing monthly progress claims.

FINANCIAL IMPLICATIONS

- 13. The approved 2007/08 budget will provide adequate funds for the Phase 1 roll out of 95 signs in 21 parks.
- 14. The 2008/09 and 2009/10 forward estimates will provide funding for approximately 100 further signs.
- 15. It is anticipated that future park upgrade projects will make use of this contract and the cost of these sign(s) will be included in those budgets going forward.

RELEVANT LEGISLATION

- 16. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.
- 17. Information provided by tenderers which is commercial-in-confidence has been protected and will not be disclosed in accordance with section 10A(2)(d) of the Local Government Act 1993. A consistent standard for all tenderers has been used in assessing any request for confidentiality by a tenderer.

CRITICAL DATES / TIME FRAMES

- 18. Critical dates are as follows:
 - (a) Form contract September 2007
 - (b) Prepare shop drawings, prototype and commence fabrication of Phase 1 October 2007
 - (c) Commence installation of Phase 1 November 2007

OPTIONS

- 19. Reject all tenders and invite fresh tenders. This option is not recommended, as it is considered that Council would not attract additional submissions through this process. The recommended tenderer's pricing is reasonable and fair with the lowest commercial risk to Council.

PUBLIC CONSULTATION

- 20. Consultation for dog management currently underway will affect one third of the signs to be installed in phase 1.

21. Consultation for future park up grades will inform the content of signs to be installed in these parks.

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