

ITEM 16. TENDER - PRINTING AND SUPPLY OF BANNERS**FILE NO: S058455****TENDER NO: 0758****SUMMARY**

This report outlines the outcomes of a tender process for the printing and supply of banners to the City.

It was considered that tendering to provide this service would consolidate the number of providers and improve pricing for the City.

Tenders were called to appoint a supplier or suppliers of both digital and screen printed banners to the City for a period of two (2) years with the option to extend for a further period of one (1) year.

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender from Company A for the provision of Banner services; and
- (B) Tender Evaluation Summary and Schedule of Rates, being Attachments A and B respectively to the subject report, remain confidential in accordance with Section 10A (2)(d) of the Local Government Act 1993.

ATTACHMENTS

Attachment A: Tender Evaluation Summary (Confidential).

Attachment B: Schedule of Rates (Confidential).

BACKGROUND

1. More than 1,800 City street banners are prominently positioned throughout the City of Sydney at locations such as George Street, Martin Place, Macquarie Street, Elizabeth Street, Oxford Street, William Street, Redfern Street and Glebe Point Road. They provide colour to the streetscape and play an important role in promoting cultural and art events, plus highlighting our main street precincts. The banner network is available for use by the City for promoting our own activities (eg, Christmas and New Year's Eve), plus charities (eg, Oxfam), and customers such as event producers (eg, City to Surf, Sydney International Boat Show and Phantom of the Opera).
2. It was considered that, by tendering the banner services and appointing a single, or multiple providers, the City would be able to achieve savings on the current banner budget and maintain tighter control over the quality and production of banners.
3. The tender covers all of the City's banners, which in the last year comprised 99 different works, ranging from quantities of 10 through to 1500 banners, in multiple colours and designs. Suppliers were required to price a printing matrix to cover the various typical order amounts.
4. Separate evaluations were conducted for the screen printing and digital printing, giving the ability for tenderers to bid for either service and for the City to award the services separately if it would deliver an improved outcome.
5. Following the tender evaluation, it is recommended that Council accept one (1) company for the provision of both screen and digitally printed banners.

INVITATION TO TENDER

6. The Tender was advertised in the Sydney Morning Herald and The Australian on 13 November 2007 and the Tender closed on 4 December 2007.

TENDER SUBMISSIONS

7. Seven (7) submissions were received from the following organisations:
 - Corporate Flag & Banner
 - Custom FS
 - Evan Evans Group
 - Expohire
 - Lorikeet Signs
 - Selbys
 - Southern Cross Visual

TENDER EVALUATION

8. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
9. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.
10. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) tendered price;
 - (b) experience in works / services of a similar nature – references;
 - (c) proposed methodology including lead times and delivery;
 - (d) Company profiles including QA processes;
 - (e) plant & equipment;
 - (f) environmental plan;
 - (g) Occupational Health & Safety; and
 - (h) financial and commercial trading integrity / insurances.

ENVIRONMENTAL

11. Suppliers were required to demonstrate their environmental initiatives in areas such as waste water management, waterless processes, green power and recycling processes, and the recommended tender was able to demonstrate commitment to meet the City's requirements.

PERFORMANCE MEASUREMENT

12. The agreement will be let for a period of two (2) years with the option to extend for a further period of one (1) year subject to satisfactory performance.
13. Reviews of supplier performance will be carried out quarterly.

FINANCIAL IMPLICATIONS

14. The tendered rates represent savings of approximately 22.5% from the rates currently paid, which will be reflected in setting the 2008/09 operating budget.

RELEVANT LEGISLATION

15. 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.

16. 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.

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