

Report by Brooke Martin, Acting Manager Civic Space

RECOMMENDATION

That Council accept Ross Mitchell & Associates as the preferred contractor for building works in association with the lift installation for the Council Chambers.

PURPOSE OF REPORT

To advise Council of the results of the tender process in accordance with Council's *Purchasing and Tendering Guidelines* and Section 377 of the Local Government Act 1993, for the building works in association with the lift installation for the Council Chamber, and recommend the contractor to undertake works.

REPORT

The building works to Council Town Hall and Chambers are required as part of the retrofit for the installation of a lift required for people with limited mobility.

The works include demolition, construction of a new concrete pad and lift recess, construction of new core filled rendered block walls, repairs to the roof and ceiling, building works to make good the area and restore any connections.

The following report details the approach Council employed at each stage of the tendering process, concluding with a summary listing reasons underlying the selection of Ross Mitchell & Associates as the preferred contractor.

The Contractor will be managed by Council's Civic Space section, Technical Services Department, including site inspections and coordination of any associated works.

Tendering Process

The selection of a suitably qualified contractor for the building works was completed through an open tendering process following Council's *Purchasing and Tendering Guidelines (2007)*.

The following tasks were completed as part of the tendering process:

- Assemble design documentation prepared by Nelson Architecture, Master lifts, Harrison Friedmann and Associates Pty LTD and Northwood Pty Ltd.
- Preparation of request for tender documentation in accordance with Council procurement and tendering guidelines.
- Tender advertisement on Council's website from 13 September 2011 and in two editions of the Sydney Morning Herald on 13 and 20 September 2011.
- Contractors were invited to register their interest in the project by downloading the tender information package from Council's website.
- A tender evaluation committee was formed consisting of the Acting Manager Civic Space, Buildings & Facilities Coordinator and Group Manager Corporate Services.
- An information session was held for all interested Contractors on Wednesday 21 September 2011. Six Contractors were in attendance for the information session.

- The tender period closed at 4:00pm on Wednesday 5 October 2011. Tenders were opened at 4:05pm by Councils Legal Officer, Procurement Coordinator and Group Manager Corporate Services.
- A total of three (3) tenders were received from the following companies:

Tender	Address
Australex 1 Pty Ltd	144 Livingston Road Marrickville NSW 2204
Degnan Constructions Pty Ltd	74 Anderson Road Mortdale NSW 2223
RMA Contracting Pty Ltd t/a Ross Mitchell and Associates	12/6-20 Braidwood St Strathfield South NSW 2136

Tender Evaluation

The above tenders were assessed by the tender evaluation committee, following Council's *Purchasing and Tendering Guidelines (2007)*.

- Evaluation criteria were prepared and weighted prior to the tender advertisement.
- Following the close of the tender submission period, each tender was evaluated individually by the members of the tender assessment panel.
- The evaluation criteria used to rank the tenders is shown below:

Evaluation criteria	Description
Conformity of tender requirements	Compliance with the specification, conditions of tendering, attendance at the mandatory information session, quality assurance requirements, deadline, completion of the price schedule, necessary licences and registrations.
Relevant Experience	Experience in completing similar works, tendered involvement in the works including details of outcomes, demonstrated competency and proven track record of achieving outcomes.
Key personnel skills and experience	Provide proposed personnel to be allocated to this contract, their role in the contract, curriculum vitae, memberships to any professional or business associations, qualifications.
Tenderer's Resources	Demonstrated ability to supply and sustain the necessary plant, equipment, materials and personnel.
Demonstrated Understanding	Demonstration of the process to achieve the requirements of the specification including a contract schedule or timeline, process for delivery or performance of the works, training and demonstrated understanding of the scope of work.
Price	Lump sum price with a price schedule.
Training processes	OHS, Safety plan, Safe work method statements and white construction card.
Sustainability	Supplier environmental questionnaire.

- The tender evaluation meeting was held on 12 October 2011 and was chaired by the Procurement Coordinator with the Legal Officer in attendance for probity.
- All tenders were checked for conformity. All three of the tender submissions did not sign the Business Ethics Policy declaration, however the panel considered all three of the tenders to be conforming otherwise, so all tenders submitted were assessed.
- The tenders were ranked using the evaluation criteria according to performance.

Tender	Rank
Ross Mitchell & Associates	1
Degnan Constructions	2
Australex 1	3

- Referees for Ross Mitchell & Associates were contacted on 12 October 2011 for verification of the nomination.

Selection Summary

Ross Mitchell & Associates is the preferred contractor for the building works in association with the installation of the lift to Council Town Hall and Chambers. Ross Mitchell & Associates scored highly in all the evaluation criteria with strengths in relevant experience, key personnel skills and experience, demonstrated understanding, pricing and training processes.

REFERRAL FROM OTHER DEPARTMENT

No referral was required.

FINANCIAL IMPLICATIONS

Proposed Expenditure: \$163,618.18 excl GST

Unexpended funding of \$209,160 is to be carried forward from the 2010/11 budget for this project.

Report approved by:

Brooke Martin	Patrick Wong
Acting Manager Civic Space	Director Technical Services