Confidential Item

CAMPBELLTOWN CITY COUNCIL

150 YEARS 1868-2018

Confidential Item

For Council meeting to be held on

Tuesday 6 November 2018 at 7.30 pm

Refer Item 11.8

CAMPBELLTOWN
CITY COUNCIL

Tender Evaluation Report

Sports Lighting at Foxfield Oval & Max Amber Sportsfield

Cost centre Max Amber Sportsfield - 3723
Cost centre Foxfield Oval - 3672

Date: 17/10/18

Prepared by: Andrew King

1. Background

The Campbelltown City Council invited tenders from companies to for the provision of sports lighting systems to illuminate the ovals at Foxfield Oval at Lot 2 Maryvale Road, Athelstone and Max Amber Sportsfield at 40 Schulze Road, Paradise.

2. Contract Term

The contract term shall be for the length of the project with works to be completed by 31/3/2019.

3. Procurement Process

3.1. Open Tender Process

Tender were released on the SA Tenders & Contract website (www.tenders.sa.gov.au).

Tenders Opened: 28/8/18
Tenders Closed: 25/9/18 1:00pm

3.2. Document Issued

The document issued is the standard CCC RFT package, (ECM: 6159153)

3.3. Tender Enquiries

No tender enquiries were received during the procurement process.

3.4. Tender Briefing & Site Visit

No tender briefing or site visits were conducted.

4. Receipt of Tender & Evaluation

4.1. Receipt of Tenders

Tender submission were received from the following companies:

- CME Sports Lighting
- Humphreys Electrical

No late tenders were received.

Tenders were opened shortly after the Closing Time by three Council staff that signed and documented the receipt of each tender. (ECM: 6178315)

4.2. Evaluation Panel

The evaluation Panel consisted of:

- Clive Harrington
- Jagath Pathirana
- Rob Johnson

- Adrian Forster - Management (WHS System & Insurances) only
- Lisa Gergos - Management (Financial & Economic Stability) only

Each Members of the Evaluation Panel has completed the Tender Declaration Form and declared "No Conflict of Interest" and agreed to keep confidential the contents of each tender. (ECM: 6178315)

4.3. Evaluation Criteria

The evaluation criteria are as follow: (From tender documents)

#	Assessment Criteria	Weighting
1	**Relevant Experience** (Previous work of this type etc.)	10.00%
2	**Track Record** (General reputation for work competence, capacity etc.)	10.00%
3	**Technical Skills** (People, systems, specific abilities etc.)	10.00%
4	**Methodology** (How the project is to be tackled, scope of work etc.)	10.00%
5	**Management** (Organisation, Environmental, Quality System)	5.00%
6	**Time Performance** (Meeting timeframes)	5.00%
7	**Management** (Insurances & WHS System)	7.50%
8	**Management** (Financial & Economic Stability)	7.50%
9	**Local** (Products, Services & Contractors)	10.00%
10	**Price**	25.00%
	TOTAL	**100.00%**

4.4. Evaluation Selection

The evaluation was individually carried out by the evaluation panel members and then averaged out on 17/10/18 and the full evaluation matrix is in (ECM: 6172028)

The summary of the evaluation is below:

Contractor	Price	Total Score	Rank
CME Sports Lighting	$386,804	394.64	1
Humphreys Electrical	$688,355	187.44	2
LED Eco Lighting-Cortek Electrical (non-conforming)			

Note: Highest score is best

4.5. Reference Checks

Staff checked the referees of the preferred supplier who provided positive feedback on their experience with the company.

5. Discussion

Of the submissions received for the Tender, one was detailed, one had no additional information supplied and one did not fill in or attach the Return Schedules (this third one

was deemed non-conforming) and certainly CME Sports Lighting stood out from the rest on a number of fronts due to their:

- Understanding of the project
- Well experienced staff
- Quality systems in place
- Project Management Skills
- Competitive rates
- Relevant experience

6. Financial Implication

The costs to supply and deliver the projects is **$386,804** and currently there is **$305,000** in the budget for 2018/19.

The shortfall is broken down below with an additional $100,000 (with under $10K needed for each site for contingency) needed to fund the projects.

Location	Cost	Budget	Shortfall
Foxfield Oval	136,576	95,000	41,576
Max Amber Sportsfield	250,228	210,000	40,228

For Foxfield Oval the project is to replace the current lights, the shortfall can be funded from the Renewal & Replacement budget, furthermore for Max Amber Sportsfield as there is a State government grant of $210K and staff recommend that the additional funds be utilised from the Renewal & Replacement budget.

7. Terms of Payment

The contractor has requested payment of contract sum as highlighted below.

Option 1 (Generally for longer term contracts)

[X]

1. Where the Contract Sum is a lump sum the Contractor may at monthly intervals (or as otherwise specified in this agreement) submit a written claim for:
   - 1.1 the portion of the Contract Sum referable to the work then completed; and
   - 1.2 the portion of the total of any Variation sum existing at that time that directly corresponds with the percentage level to which that Variation existing at that time is complete.
2. The Council must pay the assessed amount (including payment for GST) but less any retention sum (if required) within 30 days of the end of the month in which the assessment is issued.

8. Financial Sustainability

The Finance department tender evaluation is part for the final combined assessment.

9. Recommendation

That CME Sports Lighting be awarded the contract.

10. Approval

Endorsed/Approved by:

Signed: _____ Date: 19.10.18

General Manager Infrastructure Services

Approved by: subject to Council authorising the shortfall in funding to be funded from the Renewal + Replacement Reserve for these existing assets to be replaced.

Signed: _____ Date: 19.10.18

Chief Executive Officer