

**ITEM 13. TENDER - PROVISION OF CATERING CONSULTANCY SERVICES  
FOR VENUE MANAGEMENT**

**FILE NO: X004542.001**

**TENDER NO: 1627**

**SUMMARY**

Essential to the successful operation of Sydney Town Hall's meetings and events is the supply of catering services. A range of improvements to the delivery of catering in the Sydney Town Hall is planned by the City to be undertaken in 2016-17. These include:

- the implementation of the catering contract that covers the major venues;
- the refurbishment of the production kitchen;
- the upgrade of the Civic Kitchen on Level 1; and
- the review of the liquor licences that cover the building's operations, as well as the Civic Liquor store reporting and administration arrangements.

To assist in the successful delivery of this work, a specialist consultant with expertise in catering and venue management is required. This report provides details of the tenders received to provide these services.

This report recommends that Council accept the tender offer of Tenderer 'A' for this project.

**RECOMMENDATION**

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' to provide the specified catering consultancy services; and
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender.

**ATTACHMENTS**

**Attachment A:** Catering Improvement Project Summary (Consultancy Scope)

**Attachment B:** Tender Evaluation Summary (Confidential)

**(As Attachment B is confidential, it will be circulated separately from the agenda paper and to Councillors and relevant senior staff only.)**

## **BACKGROUND**

1. Sydney Town Hall holds more than 1,000 meetings and events each year, ranging from small meetings through to large scale concerts, dinners and exhibitions. The supply of catering services is essential to the successful operation of the venue.
2. A range of catering related projects, their objectives, summary of work and estimated timeframe that need to be undertaken to enable the continued delivery of catering services are outlined in Attachment A.
3. Many of these projects have an operational impacts that overlap. To achieve the best outcome for the City, and to undertake the work in the most effective and efficient way, these projects need to be undertaken in a holistic way.
4. Undertaking a tender to appoint a subcontractor to supply these services is necessary because:
  - (a) many of the projects have an overlap and require specific operational knowledge with a suitable level of expertise and ability to benchmark arrangements with other venue operations, which is not available internally; and
  - (b) a single contractor to deliver these projects will prevent duplication and omission.

## **INVITATION TO TENDER**

5. The Tender was advertised in The Sydney Morning Herald, The Daily Telegraph and the City of Sydney's E-Tendering portal Tenderlink on 5 April 2016 and closed on 5 May 2016. The closing date was extended from 27 April to 5 May 2016 following representations from tenderers.

## **TENDER SUBMISSIONS**

6. Three submissions were received from the following organisations (listed alphabetically):
  - Hospitality Management Australia Pty Ltd
  - HVH Group Pty Ltd
  - May Consulting Pty Ltd (T/A The Maytrix Group)
7. No late submissions were received.

## **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 B.

10. All submissions were assessed in accordance with the approved evaluation criteria being:
- (a) demonstrated capacity and technical ability to carry out work under the contract;
  - (b) demonstrated managerial capability, qualifications, experience and number of personnel;
  - (c) capacity to achieve the required project program and the proposed methodology;
  - (d) Work Health & Safety;
  - (e) financial and commercial trading integrity including insurances; and
  - (f) the lump sum price and schedule of prices.

**PERFORMANCE MEASUREMENT**

11. The performance of the consultant will be reviewed throughout the duration of the contract based upon:
- (a) key objectives and deliverables;
  - (b) quality of work;
  - (c) timeliness;
  - (d) reporting;
  - (e) communication; and
  - (f) Work Health & Safety Compliance.

**FINANCIAL IMPLICATIONS**

12. There are sufficient funds allocated for this project within the 2016-17 operating budget and future years' forward estimates.

**RELEVANT LEGISLATION**

13. The tender has been conducted in accordance with the Local Government Act (1993), the Local Government (General) Regulations 2005 and the City's Contracts Policy.
14. Attachment B contains confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
- (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
  - (b) prejudice the commercial position of the person who supplied it.

15. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

**CRITICAL DATES / TIME FRAMES**

16. Timing, timeframes and any identified critical dates for the delivery of these projects are identified in Attachment A.
17. The projects that form the scope of this appointment need to be completed in 2016-17, and coincide with other approved projects that are scheduled for the period. There is insufficient resourcing and technical expertise within the organisation to undertake these works.

**GEORGE ANGELIS**

Acting Director City Operations

Melissa Bajugi, Manager Venue Management