

ITEM 11. TENDER - COMMUNITY FACILITIES SIGNAGE UPGRADE

FILE NO: S116794

TENDER NO: 1647

SUMMARY

This report provides details of the tenders received for community facilities signage upgrade.

The community facilities signage upgrade aims to provide consistent and inclusive signage to City of Sydney community facilities to enhance usage and access for residents, visitors and diverse communities and needs.

A significant component of this project has been the development of style guides. These guides are the reference documents for providing uniform signage across the City's community facilities and form the key documents for this signage upgrade tender.

This tender is for construction services to undertake the fabrication and installation of signage to four community facilities. The works are being undertaken as a pilot program prior to the potential roll out of signage to identified community facilities.

This report recommends that Council accept the tender offer of Tenderer 'A' for the community facilities signage upgrade.

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the community facilities signage upgrade; and
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender.

ATTACHMENTS

Attachment A: Tender Evaluation Summary (Confidential)

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

BACKGROUND

1. Sustainable Sydney 2030 calls for vibrant, equitable, well-branded, welcoming and accessible community facilities to ensure all communities can participate in their use.
2. The community facilities signage upgrade aims to provide consistent and inclusive signage to City of Sydney community facilities to enhance usage and access for residents, visitors and diverse communities and needs.
3. An audit of existing signage in community facilities was undertaken and a signage strategy and guide developed to provide a framework for the design and documentation of all community facility signage.
4. Currently, the signage on community facilities is disparate and displays inconsistent messages. While some are well signposted, others are confusing and out-dated and some have no signage at all.
5. There are approximately 59 City of Sydney community facilities, comprising libraries, community centres, activity centres, community venues, children's services, swimming pools and tennis / recreation courts. The purpose of the signage strategy and style guide is to enable a consistent approach to the identification, branding and information language in our facilities.
6. The Community Facilities Signage Style Guide has been developed. It is proposed to deliver signage to ensure the City meets the requirements of its policies and guidelines for:
 - (a) building signage and identification;
 - (b) identifying standardised signage for business units;
 - (c) providing equitable access identification;
 - (d) providing clear and legible identification of the functions of a facility; and
 - (e) providing inclusive signage for people with disabilities or from cultural and linguistically diverse backgrounds.
7. The pilot program of four initial facilities to test and assess the design guide for further refinement of the guidelines prior to a more comprehensive rollout will include the four main community facility types:
 - (a) Community Centre - Ultimo Community Centre;
 - (b) Library - Newtown Library;
 - (c) Community Venue (Accommodation Grants Program) - Rex Centre, Potts Point; and
 - (d) Sports Facility - King George V Recreation Centre, The Rocks.
8. Prior to the more comprehensive rollout, the requirements for upgrading signage in each facility will be identified. A staging plan will be developed, including cost estimates and prioritisation. The supply and installation of signage to the additional facilities will be subject to a future tender process.

INVITATION TO TENDER

9. The tender was advertised in The Sydney Morning Herald, The Daily Telegraph and the City's eTender website on 21 June 2016. Tenders closed on 19 July 2016.

TENDER SUBMISSIONS

10. Four submissions were received from the following organisations (listed alphabetically):
- Albert Smith Signs
 - Blueprint Concepts
 - Claude Outdoor Pty Ltd
 - Singleton Moore Signs Co Pty Ltd
11. No late submissions were received.

TENDER EVALUATION

12. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
13. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A.
14. All submissions were assessed in accordance with the approved evaluation criteria being:
- (a) demonstrated capacity and technical ability to carry out the work under the contract;
 - (b) demonstrated managerial capability, qualifications, experience and number of personnel in projects of a similar nature;
 - (c) capacity to achieve the required staged project program;
 - (d) the proposed methodology, including environmental management;
 - (e) financial and commercial trading integrity including insurances;
 - (f) Work Health & Safety; and
 - (g) lump sum price and schedule of prices.

PERFORMANCE MEASUREMENT

15. Key Performance Indicators were identified in the request for tender document. Performance will be assessed at each project stage and at the completion of the contract, with each assessment forming the basis of the Performance Review Result.

FINANCIAL IMPLICATIONS

16. There are sufficient funds allocated for this project within the current year's capital works budget and future years' forward estimates.

RELEVANT LEGISLATION

17. 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.
18. Attachment A 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.
19. 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

20. Project time frames are:
 - (a) Engagement of Contractor October 2016
 - (b) Commencement of Contract November 2016
 - (c) Construction Completion May 2017

PUBLIC CONSULTATION

21. No public consultation has been considered, as this component of the works is deemed a test implementation prior to the finalisation of a Community Facilities Signage Strategy. This project will form part of the community engagement process for the finalisation of this strategy.

AMIT CHANAN

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