

**ITEM 12. TENDER - SCHEDULE OF RATES CONTRACT FOR  
MANUFACTURING AND INSTALLATION OF PARK SIGNAGE**

**FILE NO: S056873**

**TENDER NO: 1668**

**SUMMARY**

This report provides details of the tenders received for the manufacturing and installation of park signage.

On 12 March 2007, Council resolved to approve the guiding principles and concept design for a proposed suite of park signage.

The endorsed signage suite consists of a hierarchy of signs, including primary park entry signage, complemented by secondary supporting signage at strategic locations to provide supplementary information about a specific area, for example, a playground or a wetland.

Documentation was prepared to establish a schedule of rates contract for the delivery of park signage and, on 11 October 2016, a public tender was called for the submission of rates to service this signage contract.

This report recommends that Council accept the tender offer of Tenderer 'A' for the manufacturing and installation of park signage.

**RECOMMENDATION**

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the manufacturing and installation of park signage for a period of two years, with the option of an extension of one year;
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender; and
- (C) authority be delegated to the Chief Executive Officer to exercise the option referred to in clause (A), if appropriate, and negotiate the prices to extend the contract accordingly.

**ATTACHMENTS**

**Attachment A:** Schedule of Rates (Confidential)

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

**(As Attachments A and B are confidential, they will be circulated separately from the agenda paper and to Councillors and relevant senior staff only.)**

**BACKGROUND**

1. The concept design of the new suite of park signage was described in detail in the report to the Environment and Heritage Committee on 5 March 2007 and approved by Council on 12 March 2007.
2. The endorsed signage suite consists of a hierarchy of signs, including primary park entry signage, complemented by secondary supporting signage at strategic locations to provide supplementary information about a specific area, for example, a playground or a wetland.
3. The primary entry signage typically consists of two-sided information panels affixed to a free-standing post or, in a few cases, wall-mounted panels. The signage panels typically contain the following information:
  - (a) park identity – the name of the park with a welcoming message, for example: Welcome. Enjoy Hyde Park;
  - (b) corporate identity – the City of Sydney logo;
  - (c) customer service information – contact details including website and telephone contacts;
  - (d) regulatory requirements – a list of activities which are not permitted or require approval;
  - (e) a small amount of Braille and large texture text and logo have been included to improve access for people who are blind or partially sighted;
  - (f) way-finding – a map showing the location of park features and amenities (typically installed at larger parks); and
  - (g) interpretive – information about the local, social, or natural history of the site.
4. The signs are to be delivered under a schedule of rates contract which will remain valid for two years, with a one year option to extend. Tenderers were required to provide rates for the following:
  - (a) the various components of the signs, ie, post, panels, footings, brackets and fixings;
  - (b) the variety of content to be included on the signs, ie, text only, text and graphics, text and photographs; and
  - (c) installation and making good in a variety of existing ground finishes, ie, garden, lawn or pavement.
5. On 19 October 2015, Council resolved that wording acknowledging Gadigal country be used on primary park entry signage.
  - (a) recognition of the traditional custodians, the Gadigal people of the Eora Nation, has been raised by the community, members of the Aboriginal and Torres Strait Islander Advisory Panel, and Council through endorsement of the Reconciliation Action Plan on 29 June 2015 and earlier resolutions; and

- (b) it was proposed that the entry signage content includes a welcome using the Gadigal language words for 'good day' – 'bujari gamarruwa' and the words 'You are on Gadigal country'. The words 'on Gadigal country' were also to be incorporated into the vertical text on the sign posts.

### **INVITATION TO TENDER**

6. The Tender was advertised on 11 October 2016 (in The Sydney Morning Herald, The Daily Telegraph and E-Tendering) and closed on 1 November 2016.

### **TENDER SUBMISSIONS**

7. Three submissions were received from the following organisations (listed alphabetically):
- Claude Neon Pty Ltd
  - Metalplaque Pty Ltd
  - Thomas Signs Pty Ltd (Trading as Thomas Creative)
8. No late submissions were received.

### **TENDER EVALUATION**

9. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
10. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment B.
11. All submissions were assessed in accordance with the approved evaluation criteria being:
- (a) schedule of prices;
  - (b) relevant experience and technical ability – demonstrated experience in graphic design, artwork production, manufacturing and installation of custom signage;
  - (c) demonstrated capacity, capabilities and qualifications – demonstrated experience of key personnel and sub-contractors in graphic design, artwork production, manufacturing and installation of custom signage;
  - (d) proposed program - detailed activities and timelines for the specified tasks;
  - (e) proposed methodology - detailed description of the required tasks, including artwork preparation, and carrying out works for the manufacturing and installation of park signage;
  - (f) Work Health and safety; and
  - (g) financial and commercial trading integrity including insurances.

### **PERFORMANCE MEASUREMENT**

12. The City will ensure that the performance standards are met and monitored by:

- (a) undertaking quality assurance inspections with Council's design consultant at hold points nominated in the specifications;
- (b) ensuring that all items to be built or installed meet the requirements of the technical specifications;
- (c) attending regular site meetings and inspection of works with the Contractor; and
- (d) monitoring Contractor's program and assessing monthly progress claims.

**FINANCIAL IMPLICATIONS**

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

**RELEVANT LEGISLATION**

14. 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.
15. Attachments A and B contain 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.
16. 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**

17. The proposed time frames are:
- (a) December 2016 – The current signage contract expires and the new contract is awarded to continue the park signage rollout.
  - (b) January 2017 – Commence shop drawings and artwork production.
  - (c) February and March 2017 – Prototyping and lead-time for materials, fabrication and screen printing.
  - (d) April 2017 – Commence installation of signage.
18. Subject to performance, and at the City's discretion, there is an option for a one year extension commencing end-2018 and finishing in end-2019.

**AMIT CHANAN**

Director of City Projects and Property

Ian Teh, Project Manager