

**ITEM 17. TENDER – SYDNEY CHRISTMAS 2017 - 2021 – SUPPLY AND
INSTALL CHRISTMAS TREES, DECORATIONS AND
INSTALLATIONS**

FILE NO: S126946.001

TENDER NO: 1656

SUMMARY

This report provides details of the tenders received for Sydney Christmas 2017 – 2021 – supply and install Christmas trees, decorations and installations.

Tenders were called to deliver a significant and comprehensive suite of Christmas trees, decorations and installations across the CBD and locations throughout the LGA for Sydney Christmas from 2017 to 2021.

The aim for Sydney Christmas 2017 – 2021 is to develop a contemporary, immersive and experiential vision that secures Sydney’s global presence as the premier destination to experience a southern hemisphere summer Christmas.

This report recommends that Council reject the tender submissions for Sydney Christmas 2017 – 2021 – supply and install Christmas trees, decorations and installations and enter into negotiations with suitable companies for Sydney Christmas 2017 – 2021.

RECOMMENDATION

It is resolved that:

- (A) Council reject tenders received for supply and install Christmas trees, decorations and installations for Christmas 2017 – 2021 for the reasons set out in confidential Attachment A to the subject report;
- (B) Council not invite fresh tenders for the Sydney Christmas 2017 – 2021 – supply and install Christmas trees, decorations and installations, as it is considered that inviting fresh tenders would not attract additional suitable companies over and above those that have responded to this tender;
- (C) authority be delegated to the Chief Executive Officer to enter into negotiations and contract with suitably qualified companies to undertake the scope of works and administer the contracts relating to the works; and
- (D) Council be informed of the successful company for the Sydney Christmas 2017 – 2021 – supply and install Christmas trees, decorations and installations by way of a CEO Update.

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. The vision for Christmas in the City is bringing the spirit of Christmas to all who live in and visit the City of Sydney and to the surrounding villages within the LGA. Sydney Christmas aligns with the strategic directions of Sustainable Sydney 2030 for a globally competitive and liveable city; a leading environmental performer and a cultural and creative city.
2. Christmas is an important festive season for the residents and businesses of Sydney. The City supports these seasonal celebrations by producing Christmas concerts, decorating City streets, providing grants to community groups and coordinating marketing initiatives on behalf of retailers and event promoters.
3. The aim for Sydney Christmas 2017 – 2021 is to develop a contemporary, immersive and experiential vision that secures Sydney’s global presence as the premier destination to experience a southern hemisphere summer Christmas.
4. A two stage selection process was developed to seek ideas and concepts from the marketplace to transform Sydney during Christmas to build a dynamic, transformative participatory suite of major installations, decorative treatments with integrated and innovative technology.
5. An Expression of Interest E0216 was released on Tuesday, 15 March 2016 and closed on Tuesday, 10 May 2016. Thirty-four submissions were received and two rounds of interviews were held with shortlisted applicants.
6. Tenders were called to deliver a significant and comprehensive suite of Christmas trees, decorations and installations across the CBD and locations throughout the LGA for Sydney Christmas from 2017 - 2021.
7. The scope of services included the creative design and strategy; planning, development, production and methodology for the scope; implementation and project management.
8. The program overview was for a five year period with the new elements proposed each year, including:
 - (a) Year 1 – 2017: new elements including the Martin Place Christmas tree, George Street and Taylor Square installations and existing decorations;
 - (b) Year 2 – 2018: new elements including Pitt Street Mall and Green Square decorations, CBD/Village trees, expand upon the new decorative program and existing decorations;
 - (c) Year 3 – 2019: new elements including village high street decorations, expand upon the new decorative program and existing decorations;
 - (d) Year 4 – 2020: new elements including remaining village high street decorations, Neighbourhood Centres and Libraries trees, expand upon the new decorative program and existing decorations; and
 - (e) Year 5 – 2021: finalise any outstanding elements for Christmas, consolidation of the suite and preparation for future years.

9. The existing trees and decorations will be retained for use in the early years of the contract, including the Christmas trees and decorations for Martin Place, Erskineville Road, Crown Street, Darlinghurst Road, Redfern Street, Glebe Point Road, Union Square, St Mary's Cathedral Forecourt, Customs House Square, Kings Cross, Hyde Park, and Taylor Square; Christmas Trees at the Libraries and Neighbourhood Service Centres; and decorative lights at Pitt Street Mall.

INVITATION TO TENDER

10. Following the Expression of Interest E0216 Sydney Christmas Trees and Decorations, the Tender was issued to the shortlisted companies on 28 September 2016 and closed on 23 November 2016.
11. Tenderers were asked to provide a lump sum tender price for the delivery of a significant and comprehensive suite of Christmas trees, decorations and installations across the CBD and locations throughout the LGA for Sydney Christmas from 2017 – 2021, including the supply and installation, transport, maintenance to reflect the new Christmas vision and branding.

TENDER SUBMISSIONS

12. Two submissions were received from the following organisations (listed alphabetically):
 - Brut Deluxe
 - Displaycraft Pty Ltd trading as Chas Clarkson
13. No late submissions were received.

TENDER EVALUATION

14. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
15. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.
16. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) creative vision, innovation, design excellence and quality of ideas to achieve the City's objectives including interactive, immersive integration of technology / digital assets;
 - (b) detailed methodology, program of deliverables including environmental considerations and schedule of assets to achieve the required project outcomes;
 - (c) demonstrated capacity and capabilities of the organisation to successfully deliver the scope of works and high quality outcomes to meet or exceed the client's brief;
 - (d) Work Health and Safety;

- (e) financial and commercial trading integrity including insurances; and
- (f) schedule of prices.

PERFORMANCE MEASUREMENT

- 17. The Events Team will manage the contracts and ensure delivery of the works by meeting regularly with the successful company and monitoring their progress and quality of the works.
- 18. Work method statements, programs, sample products and Workplace Health and Safety Plans will be obtained from the successful company to ensure the works satisfy the City's requirements through workplace inspections.
- 19. Ongoing review of the Christmas decorations and the City's delivery process will enable the City to demonstrate its leadership and achieve the goals and targets within Sustainable Sydney 2030. Sydney Christmas aligns with the strategic directions of a globally competitive and innovative city; a leading environmental performer and a cultural and creative city.
- 20. Development of the Christmas suite of decorations will be reviewed to achieve the environmental targets established within Sustainable Sydney 2030 by the Events team.

FINANCIAL IMPLICATIONS

- 21. There are sufficient funds allocated for this project within the current year's plant and asset and operating budgets and future years' forward estimates as outlined in confidential Tender Evaluation Summary – Attachment A.

RELEVANT LEGISLATION

- 22. 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.
- 23. 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.
- 24. 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

- 25. The following details the program to be followed for the delivery of supply and install Christmas trees, decorations and installations for Sydney Christmas 2017 - 2021:

(a) Negotiation	Feb – May 2017
(b) Contract Award and Preparations for work	May 2017
(c) Design development completed and signoff	October 2017
(d) Commence installation	Nov 2017
(e) Programming and testing	Nov 2017
(f) Official Launch	Nov 2017
(g) Christmas display period	Nov 2017 – Jan 2022

OPTIONS

26. Reject the tender and negotiate for supply and install Christmas trees, decorations and installations for Sydney Christmas 2017 - 2021.
27. All proposals from each tenderer were considered by the tender evaluation panel and awarding supply and install Christmas trees, decorations and installations for Sydney Christmas 2017 – 2021 was not considered an appropriate outcome for the City, considering the non-conforming and non-compliant issues with the submissions received.
28. In view of the available options, it is recommended that no tenders be accepted and that Council enter into negotiations with suitable companies for supply and install Christmas trees, decorations and installations for Sydney Christmas 2017 - 2021.

PUBLIC CONSULTATION

29. The development of the five year plan was socialised with the Design Advisory panel, Public Art Advisory Panel and Retail Advisory Panel prior to commencement of the EOI / Tender process.
30. Ongoing consultation with the City's Retail Advisory Panel is proposed through discussion at the Panel's Quarterly meetings, and the development of the project will be guided by a special Christmas sub-committee of the Panel which holds regular meetings.
31. Further enhancement will be carried out to both the Sydney Christmas Website and the shopping sub-website to engage residents, workers and visitors in the Christmas program to provide up-to date information.

AMIT CHANAN

Director City Projects and Property

Samantha Carroll, Delivery Manager, City Projects and Property
Stephen Gilby, Creative Director – Producer, Events, City Life