

**ITEM 13. TENDER – TOWN HALL HOUSE LEVELS 1 - 4 SIGNAGE PACKAGE**  
**FILE NO: X003363**  
**TENDER NO: 1717**

### **SUMMARY**

This report provides details of the tenders received for the supply and installation of permanent signage to Town Hall House Levels 1-4.

The Town Hall House Levels 1-4 Signage upgrade aims to provide permanent signage and branding that is consistent and inclusive to enhance usage and access for City staff and visitors who utilise the building. The signage package comprises Town Hall House building identification signage, wayfinding and directional signage, statutory signage as well as braille and tactile signage.

The signage package forms part of a larger project of supplementary works to upgrade workspaces in Town Hall House Levels 1-4. The tenders reflect an upper limit cost providing the flexibility to deliver essential statutory and directional wayfinding signage on a priority basis and the permanent replacement of previously installed temporary signage on an as needs basis.

### **RECOMMENDATION**

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for Town Hall House Levels 1-4 permanent signage; and
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender.

### **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. *Sustainable Sydney 2030* calls for vibrant, equitable, well branded, welcoming and accessible facilities. The permanent signage package aims to provide consistent and inclusive signage to enhance usage and access for staff and visitors to Town Hall House. This signage package includes Town Hall House building identification, wayfinding and directional signage, statutory signage as well as braille and tactile signage.
2. Town Hall House is located at 456 Kent Street, Sydney and comprises 23 levels totalling 22,000m<sup>2</sup> in area, with a population capacity of approximately 1,500 persons.
3. The refurbishment of Town Hall House Levels 1-3 was completed in 2014. The upgrade provided end of trip facilities, new lobbies on Levels 1 and 2, new customer service interface on Level 2, and workspaces for City Life and City Engagement. The installation of permanent signage will replace the temporary signage that was delivered during the 2014 refurbishment.

## **INVITATION TO TENDER**

4. The tender was advertised in The Sydney Morning Herald, The Daily Telegraph and the City's e-Tender website on 28 March 2017. Tenders closed on 20 April 2017.
5. Tenders were invited to provide a schedule of rates for the supply and installation of permanent signage to Town Hall House Levels 1-4.

## **TENDER SUBMISSIONS**

6. Two submissions were received from the following organisations:
  - Claude Outdoor Pty Ltd
  - Singleton Moore Signs Co Pty Ltd
7. One incomplete submission was received from Metalplaque Pty Ltd requesting an extension of time after the closing date, which was ruled non-conforming.

## **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) proposed methodology and program to achieve the project objectives and scope of work;
  - (b) demonstrated capacity and technical ability to carry out the work under the contract;

- (c) demonstrated managerial capability, qualifications, experience and number of personnel in projects of a similar nature;
- (d) Work, Health and Safety;
- (e) financial and commercial trading integrity including insurances; and
- (f) schedule of rates.

### **PERFORMANCE MEASUREMENT**

11. 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**

12. There are sufficient funds allocated for this project within the current year's capital works/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) Regulation 2005 and the City's Contracts Policy.
14. 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.
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. Project time frames are:
  - (a) Engagement of Contractor                      June/July 2017;
  - (b) Commencement of Contract                      July 2017; and
  - (c) Construction Completion                      January 2018.

### **AMIT CHANAN**

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