

ITEM 15. TENDER - 2017 SYDNEY CHRISTMAS TREES AND DECORATIONS

FILE NO: X010147.001

TENDER NO: 1729

SUMMARY

This report provides details of the tenders received for 2017 Sydney Christmas Trees and Decorations.

Sydney Christmas is the premier celebration of the festive season in the southern hemisphere. Combined with shopping experiences designed to increase footfall and retail spending, the City activates the Central Business District and villages with installations of Christmas Trees and Decorations. Sydney Christmas unifies a diverse program of concerts, decorations and retail activities to create a uniquely Sydney summer Christmas experience for residents, tourists, workers and visitors to the city.

The tenders were called to install, dismantle, transport and maintain the City owned 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, Sydney Town Hall and the Christmas Trees at the Libraries and Neighbourhood Service Centres. The tender included the hire and installation of a Christmas Tree and Decorations for Taylor Square.

Specifically, the Martin Place Christmas Tree Tender called for either Option A, a new creative interactive element to replace the LED audience messaging ribbon that has been used for the last three years, or Option B, delivery of the same interactive LED audience messaging ribbon from previous years.

This report recommends that Council accept the tender offer of Tenderer 'B' for 2017 Sydney Christmas Trees and Decorations.

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'B' for 2017 Trees and Decorations – Option B; 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)

BACKGROUND

1. In 2016 a tender was called for the design and manufacture of a comprehensive and significant suite of replacement infrastructure elements of Sydney Christmas. This related to the Christmas Trees and Decorations and special lighting treatments which are installed throughout the central business district and villages in November of each year as part of the Sydney Christmas celebrations. The tender related to a five year program (2017-2021) for the procurement of the new trees and decorations.
2. The Resolution of Council from 27 February 2017 resolved that:
 - (a) tenders received be rejected for supply and install of Christmas trees, decorations and installations for Christmas 2017-2021;
 - (b) fresh tenders not be invited 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 to 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.
3. Due to the time required to undertake the negotiation for the new Christmas infrastructure, it is proposed that the 2016 Trees and Decorations be used again for Sydney Christmas 2017.
4. A tender was issued for the 2017 Sydney Christmas Trees and Decorations supply and installation for a one year term.
5. Specifically, the Martin Place Christmas Tree Tender called for either Option A, a new creative interactive element to replace the LED audience messaging ribbon that has been used for the last three years, or Option B, delivery of the same interactive LED audience messaging ribbon from previous years.
6. Separately, a tender was issued for the design and supply of Projections, Lighting and Canopy of Light for a one year term.

INVITATION TO TENDER

7. The tender was advertised in The Sydney Morning Herald and The Daily Telegraph on 13 June 2017 and on Council's E-tender website from 13 June to 4 July 2017.

TENDER SUBMISSIONS

8. Two submissions were received from the following organisations:
 - (a) Displaycraft Pty Ltd trading as Chas Clarkson; and
 - (b) Visual Inspirations Australia.

9. No late submissions were received.

TENDER EVALUATION

10. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
11. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.
12. All submissions were assessed in accordance with the approved evaluation criteria, being:
- (a) proposed program and methodology for the Sydney Christmas Trees and Decorations;
 - (b) demonstrated experience in delivering projects of a similar nature;
 - (c) demonstrated team capability, qualifications, experience and number of personnel;
 - (d) environmental management;
 - (e) Work Health and Safety;
 - (f) financial and commercial trading integrity, including insurances; and
 - (g) Lump Sum Price and Schedule of Prices.

PERFORMANCE MEASUREMENT

13. The Events Unit will manage the contract and ensure the Key Performance Indicators, including objectives and deliverables, quality of work, time, reporting, communication and WHS compliance will be monitored by meeting regularly with the recommended tenderer and monitoring their progress and quality of the works.
14. Safe work method statements, programs, engineering certification, sample products and a Work Health and Safety Management Plan will be obtained from the successful tenderer to ensure the works satisfy the City's requirements through workplace inspections.
15. A performance review will be conducted at the completion of the contract against the Key Performance Indicators included in the Master Services Agreement.

FINANCIAL IMPLICATIONS

16. There are sufficient funds allocated for this project within the current year's operating budget and plant and asset budgets.

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. Relevant time frames are:
- (a) Council Resolution August 2017
 - (b) Contract Award and preparations for work August 2017
 - (c) Design development completed and signoff October 2017
 - (d) Commence installation November 2017
 - (e) Program and testing 22-23 November 2017
 - (f) Official Launch 25 November 2017
 - (g) Christmas display period November 2017-January 2018

PUBLIC CONSULTATION

21. Updates to the City's Retail Advisory Panel are proposed through the Panel's Quarterly meetings.

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