

## **Item 4.**

### **Cancellation of Tender – Emergency Management System**

**File No: X017762.089**

#### **Summary**

This report provides details of the tenders received for Emergency and Evacuation Management Planning.

The City required a consultant to prepare an Emergency and Evacuation Management plan for selected properties within the City's property portfolio.

Concurrently, the City was negotiating a new Facility Management Agreement. As part of the Facility Management Agreement tender process, an Emergency and Evacuation Management plan was included within the service provider's tender submission.

A Request for Tender was issued to market on 21 November 2017 because the City did not want to shortfall this critical service and wanted to secure a provider notwithstanding the outcome of the Facilities Management Agreement tender process.

Given Emergency and Evacuation Management services are now included in the new Facility Management Agreement, the City is no longer required to establish its own contract.

This report recommends that Council cancel the consultancy services tender on Emergency and Evacuation Management services for various City of Sydney properties, as this service is now included within the new Facility Management Agreement with Ventia.

#### **Recommendation**

It is resolved that Council not accept any of the tenders for Emergency and Evacuation Management Planning and, for the reasons set out in this report, cancel the tender for Emergency and Evacuation Management Planning (Tender 1759).

#### **Attachments**

Nil.

## Background

1. The City has an obligation under Work Health and Safety law to provide emergency planning training to the occupants of relevant buildings.
2. Based on this obligation, the City must develop a Disaster, Fire and Emergency Management Plan that includes:
  - (a) compliance with AS3745 and the requirements of the City's policies;
  - (b) processes for immediate response to emergency calls and alarm systems;
  - (c) response and contingency plans for terrorist, bomb and incendiary device threats and alerts or public unrest;
  - (d) contingency plans and business continuity for emergency situations;
  - (e) the procedures for routine testing of fire, security and alarm systems and maintenance of records of all testing;
  - (f) the process for reporting any water, gas, oil, solvent or electrical breakdown to the applicable utility service;
  - (g) provider and a procedure for immediate action to protect the safety and security of building users;
  - (h) responding to reports of fire or incidents within buildings and, as necessary, assist the emergency service providers;
  - (i) conducting fire and emergency safety training and orientation for service provider employees, including subcontractors, in accordance with all legislative and regulatory requirements and the disaster, fire and emergency plan;
  - (j) completion of an annual trial evacuation at each site;
  - (k) recording of trial evacuation and results in a register, and providing information to the City on the current status of the fire safety certification, as issued by a qualified and competent fire safety assessor;
  - (l) processes for diverting and controlling all forms of traffic, including pedestrian and vehicle traffic, to maintain clear access during an emergency; and
  - (m) the processes for:
    - (i) assisting with the control and prevention of unauthorised access and egress to the scene during any emergency; and
    - (ii) assisting building users evacuate all or part of the buildings during an emergency.
3. Given these requirements, the City decided to engage a consultant to prepare an Emergency and Evacuation Management plan for selected buildings. A Request for Tender was issued to market on 21 November 2017 because the City did not want to shortfall this critical service and wanted to secure a provider notwithstanding the outcome of the Facilities Management Agreement tender process.

4. Concurrently, the City was negotiating a new Facility Management Agreement.
5. As part of this tender, development and ongoing monitoring of Emergency and Evacuation Management services was included within the service providers tender bid.
6. Consequently, within the new Facility Management Agreement, a Disaster, Fire and Emergency Management Plan was included as a Service Plan Requirement, and all the items listed in paragraph 2 were embedded into this agreement.
7. The Facility Management Agreement was executed on 22 December 2017, and Ventia were chosen as the City's new Facility Management Supplier.
8. Given Emergency and Evacuation Management services are now included in the Facility Management Agreement, the City is no longer required to establish its own contract. Consequently, it is seeking to cancel Tender 1759.
9. The Tender 1759 closed 12 December 2017. Thirteen vendors responded to this Request for Tender. These applications were not assessed since it was determined that Ventia would provide this service.

### **Budget Implications**

10. Funds to complete this project are included in the 2018/19 Facilities Management operational budget.

### **Relevant Legislation**

11. The tender was conducted and is now cancelled in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.

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