

Tender - T-2021-555 - Public Domain Signage

File No: X039311

Tender No: T-2021-555

Summary

This report provides details of the tenders received for Public Domain Signage.

Public Domain Signage includes Wayfinding, Parks, Cycleways, Street Name Plates, Regulatory and Non-Regulatory signs. In line with Sustainable Sydney 2030, these signs allow residents and visitors throughout the City to easily move around and locate destinations, creating a connected city.

The purpose of the tender is to source a supplier that can provide Audit and Condition Assessment, Maintenance, Manufacture, Installation, Design, and Content Management for all sign types across the City's signage portfolio.

The Public Domain Signage contract term is for a period of five years, with the option of two extensions, each of two years, based on performance. The contract is based on a schedule of rates for the supply and maintenance of each sign type and lump sum for condition assessments and audits based on the number of signs stated in the Request for Tender. All rates are CPI adjusted annually.

This report recommends that Council accept the tender offer of Tenderer A for Public Domain Signage.

Recommendation

It is resolved that:

- (A) Council accept the tender offer of Tenderer A for Public Domain Signage for the schedule of rates and fixed prices outlined in Confidential Attachments A and B to the subject report, for a period of five years, with the option of two extensions, each of two years, if appropriate;
- (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 to extend the contract accordingly.

Attachments

Attachment A. Tender Evaluation Summary (Confidential)

Attachment B. Price and Schedule of Rates (Confidential)

Background

1. City of Sydney Public Domain Signage consists of four asset groups, each with their own specific requirements.
2. Wayfinding Signage: This signage provides legible pedestrian information that is critical to ensure commuting routes are clearly defined and easily understood, allowing people to be confident of making their way around the city. Maintenance of these signs was undertaken on an as needs basis and will continue.
3. Parks Signage: The installation of Park Signage has recently been finalised following a 10-year program of works. These signs provide historical information, directional maps and information on available facilities in each park. Maintenance of these signs was undertaken on an as needs basis and will continue.
4. Cycleways (Bike Network) Signage: Provides wayfinding and directional information for the nine completed routes and three pop-up cycleways. Maintenance of these signs has not been provided in the past.
5. Road Signage (Street Name Plates, Regulatory and Non-Regulatory Signs): New installations are endorsed through the City's Local Pedestrian, Cycling and Traffic Calming Committee. Maintenance of these signs has been undertaken on an as needs basis and will continue.
6. These sign types have previously been managed across a number of separate contracts, all of which are scheduled to expire as per the critical dates / timeframes listed below.
7. To better service the needs of the City, this contract will combine all signage needs. It will include audit and condition assessment, content management, design and artwork, manufacturing, installation, ongoing maintenance and renewal of signs.
8. As part of this contract the City will be able to deliver on an action in the Stretch Reconciliation Action Plan 2020-23 (adopted by Council in November 2020) which requires "Welcome to Country" acknowledgment to be added to all park signage.

Invitation to Tender

9. The tender was released on 3 September 2021 and closed on 23 October 2021.
10. It was advertised via TenderLink, the City of Sydney website, and the Supply Nation website.

Tender Submissions

11. Submissions were received from the following two organisations:
 - Artcraft Pty Ltd; and
 - Claude Neon Pty Ltd.
12. No late submissions were received.

Tender Evaluation

13. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
14. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.
15. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) The lump sum prices for condition assessments and audits and schedule prices for design, manufacture, and installation.
 - (b) Relevant experience and technical ability, including demonstrated experience managing and delivering comparable services (including graphic design (package 1 only), artwork production and content management, manufacturing and installation signage and asset management.
 - (c) Demonstrated capacity and capability of the company as well as adequate resourcing to service the contract, including Aboriginal and Torres Strait involvement.
 - (d) Proposed program and methodology (condition assessment and auditing). Capacity to produce, methodology and achieve the required project program.
 - (e) Proposed methodology (manufacture, supply, install, and maintain). Suitability and capacity of proposed methodology to deliver the required scope.
 - (f) Demonstrated commitment and methodology to achieve the City's required Environment, Sustainability, Construction and Waste Management outcomes.
 - (g) Work Health and Safety.
 - (h) Financial and commercial trading integrity including insurances.

Performance Measurement

16. Formal performance reviews will be conducted in accordance with the City's standard contract management practices, which specifies a formal performance review every 12 months. This requirement was included in the Tender and will be included in the contract.
17. The annual review of contractors aims to confirm:
 - (a) Key Objectives / Deliverables as per specification;
 - (b) Quality of work;
 - (c) Time (manufacture and installation);
 - (d) Reporting;
 - (e) Communication (City and Residents); and
 - (f) WHS Compliance.

Financial Implications

18. The City's 2020/21 budget and future years' forward estimates for operational and capital expenditure within the long-term financial plan contain sufficient funding for items under this contract.
19. Following the completion of the signage audits and condition assessments during 2022/23, a program of works will be prepared, and budget estimates will be drafted for future approval.
20. The City does not guarantee any minimum quantity of works in any year.

Relevant Legislation

21. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2021 and the City's Procurement and Contract Management Policy.
22. Local Government Act 1993 - Section 10A provides that a council may close to the public so much of its meeting as comprises the discussion of information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
23. 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.

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.
25. All signage is to comply with NSW Roads Act and City of Sydney, Transport for NSW and Australian design codes and standards.

Critical Dates / Time Frames

26. City's Public Domain Signage is currently supplied under the following contracts:
 - (a) Wayfinding Signage Contract - covering new sign capital works and adhoc maintenance, expires 6 April 2022
 - (b) Parks Signage Contract - covering new sign capital works and adhoc maintenance, expired 17 May 2021
 - (c) Cycleways Signage Contract - Cycleways were installed under individual construction contracts which included new signs. Maintenance of Cycleways signs was not included.
 - (d) Road Signs - Street, Regulatory and Non-Regulatory Signage Contract - covering new sign capital works and adhoc maintenance, expires 15 April 2022 (option for extension to 30 June 2022).

Options

27. An alternative option is to continue with separate contracts for each signage type as per the existing arrangements. This option is not recommended as it does not provide holistic asset management of all asset classes (e.g. parks, cycleways) and therefore does not deliver the best value for the City.
28. Bringing the entire portfolio of signage under one point of control will achieve a more effective and efficient management of all aspects of the portfolio while reducing the overall cost to the City.

Public Consultation

29. Public consultation was not undertaken for this contract.

VERONICA LEE

Director City Services

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