
ORDINARY COUNCIL

ORD07

**SUBJECT: TENDERS T010/2016 - SUPPLY OF TABLES AND T011/2016 -
SUPPLY OF OFFICE CHAIRS**

FROM: Director Community Infrastructure

TRIM #: 16/125778

PURPOSE OF REPORT

To provide details of the tenders received for contracts T010/2016, being the supply of tables and T011/2016, being the supply of office chairs to Camden Council's new Administration Centre at Oran Park, and to recommend that Council accept the tenders submitted by Deziqn Interiors and HEQS Pty Ltd respectively.

BACKGROUND

ADCO Constructions Pty Ltd were appointed to be the Principal Contractor for the project in 2015 and are currently undertaking the main construction works. Procurement of loose furniture is outside of ADCO's scope of works.

Tables – T010/2016

This tender includes the supply of tables to be used for meeting rooms and customer service areas within the new Administration Centre. The specifications, prepared by the Architects, include 150 tables of several different sizes and functions.

Office Chairs – T011/2016

This tender includes the supply of 359 office chairs to be used by Council staff at the new Administration Centre. One type of office chair will be used by all staff in the new office. It has been recognised that the chair selected needs to meet staff requirements for comfort, adjustability, and durability.

The performance specifications for the chair were developed by Council officers in conjunction with an external occupational therapist, who carries out Council's workplace WHS assessments.

Prior to going to tender, staff also reviewed samples of different types of chairs and provided comments. This feedback along with Work Health Safety requirements was incorporated into a tender specification.

MAIN REPORT

Tender Submissions

Tables – T010/2016

An open request for tender submissions was advertised on 26 February 2016. Tenders were received on 22 March 2016 from the companies listed below, in alphabetical order:

Company	Location
Adaptive Interiors	Wagga Wagga
Aspect Furniture Pty Ltd	Sydney City
Business Interiors by Staples	Mascot
Dezign Interiors	Katoomba
Jardan	Rosebery
Kfive	Sydney City
Officemax	Derwent Park (Tasmania)
Stem Intelligent Seating	Boronia (Victoria)
Stylecraft	Alexandria
Wilkhahn	Alexandria
Workarena	Macquarie Park
Workspace Commercial Furniture	Rosebery

Office Chairs – T011/2016

An open request for tender submissions was advertised on 16 March 2016. Tenders were received on 6 April 2016 from the companies listed below in alphabetical order:

Company	Location
Able Office Furniture P/L	Penrith
Actisafe Pty Ltd	Maison Dieu
Adaptive Interiors	Wagga Wagga
Australian Workstation Manufacturers	Alexandria
BizFurn Express Australia	Auburn
Business Interiors by Staples	Mascot
Cavan Enterprises Pty Ltd	Smeaton Grange
Complete Office Supplies Pty Ltd	Lidcombe
Concept Office Furniture	Narellan
Dezign Interiors	Katoomba
Direct Ergonomics Pty Ltd	Sydney
HEQS Furniture Pty Ltd	Chippendale
KFive+Kinnarps	Sydney
Kulbardi Pty Ltd	Belmont (WA)
Living Brands Group Pty Ltd	Alexandria
Nepean Office Furniture & Supplies	Penrith
Nufurn Pty Ltd	Condell Park
Officeworks Superstores Pty Ltd	East Bentleigh (VIC)
Stem Intelligent	Kilsyth (VIC)
W & D Solutions P/L	Granville
Winya Pty Ltd	Beverley Park
Workarena	Macquarie Park
Workspace Commercial Furniture	Rosebery
Zenith Interiors Pty Ltd	Surry Hills

Tender Evaluation

The intention of the tender process was to source suppliers who are able to supply tables and office chairs that meet Council's specifications and provide the best value to Council.

Tender evaluation panels were established for each tender, and the submissions were assessed on price and non-price factors as agreed by the evaluation panel. Price was given a weighting of 50% and non-price factors a weighting of 50%.

Non-price factors considered for this project included:

- completion of the returnable schedules;
- proposed warranty;
- satisfaction of Council's performance specifications;
- quality of products offered; and
- confirmation of delivery program.

An assessment of the tenders was undertaken in line with the Tender Evaluation Plans. A summary of the tender evaluation for each tender can be found in the **Supporting Documents**, which is Commercial-in-Confidence.

Tables – T010/2016

Dezign Interiors provided the most competitive tender in terms of price and non-price factors, and met the requirements of Council's tender documentation.

The recommended company is a third generation family company with over 40 years' experience in the commercial furniture market. Their manufacturing facilities are local to the project (Prestons).

The Evaluation Panel concluded that the tender by Dezign Interiors represents best value to Council.

Office Chairs – T011/2016

Samples of the chairs that met the specified requirements with competitive pricing, were reviewed by the Evaluation Panel. The final selected chair includes all Council's specified requirements.

HEQS Pty Ltd provided the most competitive tender in terms of price and non-price factors, and has met the requirements of Council's tender documentation.

HEQS Pty Ltd has been providing wholesale furniture supply for 10 years and have provided references from similar projects.

The Evaluation Panel concluded that the tender by HEQS Pty Ltd represents best value to Council.

Relevant Legislation

These tenders have been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and Council's Purchasing and Procurement Policy.

Critical Dates / Timeframes

Upon acceptance of these tenders, orders will be placed with the recommended companies immediately. This will allow the tables and office chairs to be supplied within the required timeframe.

FINANCIAL IMPLICATIONS

A large portion of Council's existing tables and office chairs are due for replacement. All tables and office chairs at Council's existing premises will be auctioned, with the funds received being used to off-set the cost of this new furniture.

The tender prices recommended are within the budget allocation for these elements of the project and sufficient funds are available to accept these tenders.

CONCLUSION

Dezign Interiors and HEQS Pty Ltd have provided conforming tenders. The tender assessments conclude that their offers represent the best value to Council for the supply of tables and office chairs.

RECOMMENDED

That Council:

- i. accept the tender provided Dezign Interior for the supply of tables for the lump sum of \$112,548 (GST exclusive);**
- ii. accept the tender provided by HEQS Pty Ltd for the supply of office chairs, for the lump sum of \$133,189 (GST exclusive);**
- iii. authorise the relevant documentation to be completed under Council's Power of Attorney, granted on 23 February 2016, Minute Number ORD 15/16.**

ATTACHMENTS

1. Tender T010/2016 - Assessment Summary - Administration Building Oran Park - Tables - *Supporting Document*
2. Tender T011/2016 - Assessment Summary - Administration Building Oran Park - Office Chairs - *Supporting Document*

Ordinary Council Resolution

Resolution: Moved Councillor Fedeli, Seconded Councillor Copeland that Council:

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- iii. authorise the relevant documentation to be completed under Council's Power of Attorney, granted on 23 February 2016, Minute Number ORD 15/16.**



ORD100/16 THE MOTION ON BEING PUT WAS **CARRIED**