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## ORDINARY COUNCIL

ORD14

**SUBJECT: TENDER FOR SUPPLY AND INSTALLATION OF WORKSTATIONS AND STORAGE UNITS AT NEW CAMDEN COUNCIL ADMINISTRATION CENTRE AT ORAN PARK**

**FROM:** Director Community Infrastructure

**TRIM #:** 16/30431

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### PURPOSE OF REPORT

To provide details of the tenders received for contract T007/2016, being the supply and installation of workstations and storage units to Camden Council's new Administration Centre at Oran Park, and to recommend that Council accept the tender submitted by Aspect Furniture Pty Ltd.

### BACKGROUND

Council is constructing a new Administration Centre at Oran Park. Adco Constructions were appointed to be the Principal Contractor for the project in 2015 and are currently undertaking the main construction works.

Procurement of workstations and loose furniture is outside of the Adco's scope of works. Group GSA (Council's Architect) have prepared the design documentation and specifications for this furniture.

### MAIN REPORT

#### **Tender Submissions**

An open request for tender submissions was advertised on 24 November 2015. Tenders were received on 18 December 2016 from the companies listed below in alphabetical order:

<b>Company</b>	<b>Location</b>
Abax	Wetherill Park
Aspect Furniture Pty Ltd	Sydney City
Australian Workstation Manufacturers	Alexandria
BizFurn Express Australia	Yandina, QLD
Business Interiors by Staples	Mascot
CSM	Caringbah
Dezign Interiors	Katoomba
Head Office Group	Neutral Bay
Krost	St Peters
Schiavello	Surry Hills
UCI	Surry Hills
W&D Solutions	Granville

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Watts Commercial Furniture	Bankstown
Workstations Pty Ltd	North Sydney

A summary of the submissions is provided in the Supporting Document. Please note this information is Commercial in Confidence.

### **Tender Evaluation**

The intention of the tender process is to appoint a supplier with proven capacity and experience in similar scale projects, as well as providing good value and quality services to Council.

A Tender Evaluation Panel was established and an evaluation plan prepared prior to the Tender.

Non-price factors considered for this project included:

- completion of the returnable schedules;
- experience in similar scale projects;
- quality of products offered; and
- work, health and safety considerations.

Council stipulated clear product specifications in the tender documents to ensure that all tenderers were providing a price based on equivalent performance requirements.

A team of internal officers and the project Architects inspected the showrooms of the preferred tenderers to confirm the specifications were achieved.

Aspect Furniture Pty Ltd has been undertaking office fit out work in the Australian market for over 20 years. Their manufacturing facilities hold externally audited certification of their quality and environmental management systems to international standards.

The products proposed by Aspect Furniture Pty Ltd hold Good Environmental Choice Australia (GECA) certification and a 10 year warranty.

In addition, reference checks have been undertaken for works recently completed for other government departments by Aspect Furniture Pty Ltd.

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

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

### **Relevant Legislation**

The tender has been conducted in accordance with the Local Government Act 1993, the Local Government Regulations (2005) and Council's Purchasing and Procurement Policy.

### **Critical Dates / Timeframes**

Aspect Furniture Pty Ltd will be engaged immediately. Installation of the workstations is due in May 2016.

## **FINANCIAL IMPLICATIONS**

The tender price of \$791,985 (excl. GST) is within the budget allocation for this element of the project and sufficient funds are available to accept this tender.

## **CONCLUSION**

Aspect Furniture Pty Ltd has provided a conforming tender. The tender assessment concludes that the offer made by Aspect Furniture Pty Ltd represents best value to Council and the company has a proven track record of performance on similar projects.

## **RECOMMENDED**

**That Council:**

- i. accept the tender provided by Aspect Furniture Pty Ltd for the lump sum of \$791,985 (GST exclusive); and**
- ii. authorise the relevant documentation to be completed under Council's Power of Attorney, granted on 27 August 2013, Minute Number ORD215/13.**

## **ATTACHMENTS**

1. Tender Assessment - T007/2016 - Workstations and Storage Units New  
Camden Council Administration Building - *Supporting Document*

## **Ordinary Council Resolution**

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

- i. accept the tender provided by Aspect Furniture Pty Ltd for the lump sum of \$791,985 (GST exclusive);
- ii. authorise the relevant documentation to be completed under Council's Power of Attorney, granted on 27 August 2013, Minute Number ORD215/13.

ORD24/16 THE MOTION ON BEING PUT WAS **CARRIED**