

Management report to Council

Agenda item 6.5

**Maintenance of and New Works to Portable Communications Services
Contract 3617**

Council

Presenter: Dean Robertson, Director On-Street Support and Compliance

30 June 2020

Purpose and background

1. The purpose of this report is to award a contract for the provision of Maintenance of and New Works to Portable Communications and Equipment for three years, with an option to extend the contract term by up to a further two years.
2. Council currently utilises the services of CSE Crosscom Pty Ltd for the maintenance and repair of the portable communications network and equipment. The current contract cost is \$136,000 (excl. GST) per annum and is to expire 31 July 2020.
3. The tender was advertised in The Age newspaper on Saturday 11 April 2020. Two tender submissions were received. Both tenders were compliant.
4. The evaluation criterion was declared in the Invitation to Tender documents, and was weighted as follows: Cost (50 per cent), Plan for Proposed Services (20 per cent), Experience and Capability (30 per cent) and Occupational Health and Safety as a pre-qualification (compliant).

Key issues

5. This service is a core occupational health and safety requirement to enable Council officers and contractors in the public realm to work alone.
6. The contract cost of the service will be \$109,000 (excl. GST) in year one and is included in the 2020-21 proposed budget. The initial term of the contract is three years, with a total contract cost of \$346,920. There is an option to extend for a further two years, with contract cost of \$256,644.
7. The preferred tenderer is the incumbent CSE Crosscom Pty Ltd, which has proven to have the key skills required to carry out all of portable communications and equipment services in line with Council's requirements.

Recommendation from management

8. That Council awards the contract for the provision of Maintenance of and New Works to Portable Communications and Equipment to CSE Crosscom Pty Ltd for a term of three years commencing 1 August 2020 in accordance with the schedule of rates (at a cost of \$109,000 (excl. GST) in year one), with an option to extend the contract term by up to a further two years and otherwise in accordance with the negotiated terms and conditions of the contract.

Attachments:

1. Supporting Attachment (Page 2 of 2)

Supporting Attachment**Legal**

1. Pursuant to section 186 of the *Local Government Act 1989* (Vic), before a Council enters into a contract for the purchase of goods or services to the value of \$150,000 or more (levels increased by Order in Council dated 7 August 2008), the Council must give public notice of the purpose of the contract and invite tenders from persons wishing to undertake the contract.

Finance

2. The contract cost of the service will be \$109,000 (excl. GST) in year one and is included within the 2020-21 proposed budget. The initial term of the contract is three years, with contracted costs \$346,920. There is an option to extend for a further two years, with a contract cost \$256,644.

Procurement

3. This matter accords with the Centre Led Procurement Policy.

Tender evaluation summary

4. The membership of the tender evaluation panel was as follows:

Title and/or company	Generalist or Nominated Speciality	Full / Advisory Member
CPM Procurement & Contract Management	Generalist	Full
Team Leader Security Services	Specialist	Full
Team Leader Parks Services	Generalist	Full

5. The summary of final scoring for the four conforming tenderers is shown below:

Summary of final scoring				
Company	Price	Financial score	Non-financial score	Total score
CSE Crosscom	\$603,564	49.68	41.65	91.33
Tenderer B	\$599,700	50.00	31.65	81.65

Conflict of interest

6. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Health and Safety

7. The service provider has confirmed compliance of all the health and safety requirements for all employees, subcontractors and agents, satisfying and complies with all legislative requirements.

Relation to Council policy

8. The service is intrinsically written into Occupational Health and Safety policies and procedures for many work areas servicing the community.

Environmental sustainability

9. Where applicable the service provider has demonstrated inclusion of environmental sustainability in the provision of the service.