

**T20/3843 - CIVIC CENTRE FIRE SERVICES UPGRADE WORKS (REC) (CONFIDENTIAL ATTACHMENT)**

Ward : All  
 Category : Operational  
 Subject Index : Tender  
 Customer Index : City of Melville  
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.  
 Previous Items : Not Applicable  
 Works Programme : 2019/2020  
 Funding : The project is fully funded from the 2019-2020 Capital Works Programme  
 Responsible Officer : Dean Anderson  
 Facilities Coordinator

**AUTHORITY / DISCRETION**

**DEFINITION**

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	<b>Executive</b>	<b><i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i></b>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**T20/3843 - CIVIC CENTRE FIRE SERVICES UPGRADE WORKS (REC) (CONFIDENTIAL ATTACHMENT)****KEY ISSUES / SUMMARY**

To recommend the acceptance of a tender submitted for the Civic Centre Fire Services Upgrade Works.

**BACKGROUND**

The City of Melville ("City"), is seeking a suitably qualified and experienced Contractor to undertake the Civic Centre fire services upgrade works.

The services under the contract are as detailed in the appendices and generally include but are not limited to the provision of:-

- Modification to existing fire hydrant hose reel system
- System component fault monitoring
- Replacement of water storage tank liner
- Portable extinguishers
- Automatic fire detection and alarm system
- Multi point aspirating smoke detection system
- Emergency warning and intercom system
- Fire Detection Control and Indicating Equipment panel
- Smoke control system (FFCP and interface)
- Victaulic "Vortex" fire suppression system (I.T. Room)
- Fire and Emergency Evacuation Plans
- Testing and commissioning
- Operation & maintenance manual

The Contract Tender Advisory Unit met on 4 March 2020 to consider tenders submitted for these works.

**DETAIL**

The outcome of the tender process and the determination by the CTAU is included in the confidential attachments. Qualitative scores were achieved by joint agreement of the evaluation panel members at the evaluation meeting after each panel member had scored the submission individually. The City set five qualitative criteria for this Request, being:

- Demonstrated Experience,
- Key Personnel,
- Sustainable Procurement,
- Methodology; and
- Suitability of Products.

The Evaluation Panel reviewed all respondent offers and prepared an Evaluation Report, identifying recommended Respondents.

The recommendation was supported by the Contract and Tender Advisory Unit (CTAU) and is put forward as part of the recommendation to the Council.

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**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

The City has not engaged with the community in regards to this tender or scope of works.

**II. OTHER AGENCIES / CONSULTANTS**

Norman Disney & Young were engaged at various stages of the design development for the project

**STATUTORY AND LEGAL IMPLICATIONS**

Local Government (Functions and General) Regulations 1996 Section 3.57 11 (1)

"A Local Government is required to invite tenders before it enters into a contract for another person to supply goods or services".

Delegated Authority – DA-117 Authority to Sign Documents will be exercised to execute the Contract.

**FINANCIAL IMPLICATIONS**

The project funding available in the 2019-2020 Capital Works Programme amounts to \$400,000 sourced from the Future Works Reserve. Additional funds are to be sourced from various capital projects within the Facilities program. (Project Codes BCR03733, BCR03535 & BCR01924). There are therefore sufficient funds available to enter into the construction contract.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

The following risks and associated mitigation strategies have been identified with the implementation of the project:

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Construction Works may damage existing building or infrastructure.	Low	The contractor is required to liaise with the City and prepare a detailed dilapidation report and Construction Plan outlining protection measures for existing City assets. The contract provisions require the contractor to make good any damage to the City's property.

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<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
The contractor does not meet requirements and/or does not communicate well with City Of Melville	Low	The contract provisions include penalties, set-aside and termination clauses which will mitigate against contract under performance. A comprehensive evaluation was undertaken during the procurement process to choose a quality contractor with a proven track record in the provision of these services.
The construction works present potential OSH and Environmental Hazards.	Low	The contractor will be required to provide detailed OSH Management Plan and Environment Management Plans prior to commencement of works. The contractor is contractually bound to follow all OSH and Environmental legislation pertaining to the works.

**POLICY IMPLICATIONS**

Reference is given to several Council Policies that guide decision making by the Council with consideration to this report and including, but not limited to Council Policy CP-023 Procurement of Products or Services.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Given the age and condition of the existing systems there are no viable alternatives to upgrading to current compliance standards.

**CONCLUSION**

The CTAU is satisfied that the recommended Tenderer demonstrated that they have the relevant experience, key personnel, follow a methodology in line with the City's expectations and have proposed suitable products.

The confidential attachments are included in the Contract and Tender Advisory Unit Meeting Minutes of 4 March 2020 available on the Elected Members Portal.

**T20/3843 - CIVIC CENTRE FIRE SERVICES UPGRADE WORKS (REC) (CONFIDENTIAL ATTACHMENT)****OFFICER RECOMMENDATION (3843)****APPROVAL**

That the Council approves the Contract and Tender Advisory Unit's recommendation to;

1. Accept the recommendation as contained in the Confidential Attachment – RFT192012 Contract and Tender Advisory Unit Minutes, and
2. Upon resolution the recommendation, directs that the successful respondents' names be inserted below this point 2, awarded;