

## 2.1 TENDER FOR DELIVERED MEAL SERVICE (CF2019151: SR)

Responsible Director: Julie Salomon

### **RECOMMENDATION\***

*That Council:*

- 1. Awards the tender from Lite N Easy (Victoria) Pty Ltd for the Delivered Meal Service, Contract No. 2019151 for a schedule of rates based contract with an estimated annual contract value of \$537,000 and an estimated total contract value of \$1,611,000 inclusive of all available extension options.*
- 2. Authorises the Chief Executive Officer or her delegate to execute the contract agreement.*
- 3. Notes that the contract will commence on 1 October 2019, with an initial term of three (3) years and the contract has three (3) extension options of one (1) years each and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance.*

*(\*Please note that all dollar figures are GST Inclusive unless stated otherwise)*

### **INTRODUCTION**

Council has tendered for the Delivered Meal Service.

### **BACKGROUND**

Council is seeking to appoint a contractor to produce meals that are provided to Council Delivered Meal customers (meals on wheels). This includes the production of up to 1,000 meals per week to be prepared and packed and delivered to Council's central distribution point in Mount Waverley. Meals must be packed according to customer menu choices and in specific groupings to allow Council staff and volunteers to deliver the meals directly to customers without further handling of the products.

The previous contractor to Council for these services was iCook Pty Ltd. Due to an inability to provide meals over an extended period towards the end of the contract period, an alternative provider was sought for an interim period until the new contract could be let. The proposed provider was required to assist Council in an emergency capacity and Lite N Easy was contacted and able to step into place with approximately 1.5 hours' notice.

### **NOTIFICATION**

On this occasion, Knox City Council and the City of Monash agreed to a collaborative tender for this service, saving on tender administration costs, sharing specifications and reducing costs for supplier engagement. In accordance with Part 5 of Section 186 of the

Local Government Act 1989, Knox City Council appointed the City of Monash as the Agent for this tender.

The City of Monash published a public notice on behalf of both councils in The Age newspaper on 8 June 2019 and the tender closed on 7 July 2019.

Whilst both councils tendered together, the evaluation processes and appointment processes were conducted separately.

### **TENDERS RECEIVED**

Four (4) tender submissions were received by the appointed closing time. The tenders received are listed below:

- Hearty Health
- Karralyka Centre
- Lite N Easy
- Ranahans

### **TENDER EVALUATION**

#### **Tender Conformance**

All submissions were assessed for their compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules. One (1) submission was deemed non-conforming and this submission was not evaluated. The remaining three (3) conforming tenders were assessed in accordance with the evaluation criteria published in the tender documentation:

<b>Pass/Fail Assessment Criteria</b>	<b>Score</b>
Quality Systems (if applicable)	<i>Pass/Fail</i>
OHS	<i>Pass/Fail</i>
Mandatory Insurances (if applicable)	<i>Pass/Fail</i>

KEY SELECTION CRITERIA		CRITERIA WEIGHTINGS	SUB WEIGHTINGS	SUB CRITERIA/RETURNABLE SCHEDULES LINK
40% NON-PRICE CRITERIA	Capacity and Capability	20%	5%	Experience
			5%	Resources
			5%	Risk Management
			3%	Legal Compliance
			2%	Performance and Innovation
	Project Timelines	10%	4%	Start and Completion timeframe
			6%	Proposed Program
	Sustainability (Mandatory)	10%	4%	Environmental Sustainability
			3%	Local Sustainability
			3%	Social Sustainability
PRICE (60%)	Price*	60%	60%	Comparison of Whole of Life Cost or Total Project Cost or Estimated Annual Cost

\*Minimum 60% price weighting required unless Council approves otherwise.

All members of the tender evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

### **DISCUSSION**

The final evaluation ranking (including the price and non-price evaluation criteria) had Lite N Easy ranked highest and as such, the evaluation panel recommends Lite N Easy as representing the best value outcome for Council.

### **FINANCIAL IMPLICATIONS**

The total cost of the tender is catered for within the existing budget and requires no variation to current financial arrangements.

Lite N Easy tendered with a schedule of rates based contract with an estimated annual contract value of \$537,000 and an estimated total contract value of \$1,611,000 inclusive of all available extension options.

### **CONCLUSION**

That Council approves the recommendations contained within this report.