

2.4 TENDER FOR MONASH CAROLS BY CANDLELIGHT EVENT
(CF2023204: RH)

Responsible Officer: Russell Hopkins, Director Community Services

RECOMMENDATION*

That Council:

- 1. Awards the tender from Fruitbowl Productions Pty Ltd for the Carols by Candlelight Event, Contract No. 2023204 for a fixed Lump Sum of \$429,086.80.*
- 2. Approves the additional funding of \$129,086.80 required to deliver this event;*
- 3. Authorises the Chief Executive Officer or their delegate to execute the contract agreement; and*
- 4. Notes that the contract will commence on 1 August 2023 for a period of one year, and the expected event delivery date is 3 December 2023.*

INTRODUCTION

Council has tendered for the 2023 Carols by Candlelight Event.

As part of its planning process for this tender, Council Officers considered its procurement options, including whether to go to market itself, participate in regional or sector collaboration or to possibly access established contracts via other compliant Procurement agreements.

BACKGROUND

Council is seeking to appoint a Contractor to lead and produce the Monash Carols by Candlelight Event be held on 3 December 2023 at Jells Park.

The Contractor will be required to:

- Organise a main stage program consisting of community and professional performances;
- Supply an MC appropriate to a broad audience;
- Organise a Santa appearance and performance;
- Organise children's activities throughout the event;
- Organise community-led marquees and activations; and
- Organise a fireworks program to close event.

Over the past three years Monash Carols by Candlelight events have been cancelled, in 2020 and 2021 in response to COVID19 restrictions; and 2022 due to weather impacts. The single day public event attracts a region-wide audience of over 25,000 people and encompasses a large area of parkland at Jells Park in Wheelers Hill.

The event is delivered with sensitivity towards community stakeholders, with a balance between involvement and presentation of professional and community performances that appeals to a broad community audience. Established as one of the largest Carols events in Melbourne, the much-loved Monash Carols by Candlelight offers an opportunity for community, families, and friends to come together in a relaxed family friendly and festive atmosphere.

COVID-19 has led to significant challenges in costs associated with producing events. Many event companies have disbanded, and competition for infrastructure, talent and staffing is now at a premium as the events industry recovers. The sector is now thriving but with limited suppliers charging higher costs for infrastructure, materials and artists to offset their own increased costs.

NOTIFICATION

A public notice was placed in The Age newspaper on 20 May 2023 and the tender closed on 9 June 2023.

TENDERS RECEIVED

Two tender submissions were received by the appointed closing time.

The tenders received are listed below:

1. BlueFit Productions Pty Ltd
2. Fruitbowl Productions Pty Ltd

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.

All tender submissions were deemed conforming.

TENDER EVALUATION

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

The tenderers were assessed in accordance with the evaluation criteria published in the tender documentation:

Pass/Fail Assessment Criteria	Score
Quality Systems	<i>Pass/Fail</i>
OHS third party certification	<i>Pass/Fail</i>
Mandatory Insurances	<i>Pass/Fail</i>
Delivery Date 3 December	<i>Pass/Fail</i>
Event Experience at this level	<i>Pass/Fail</i>

Table 2	Key Selection Criteria	Criteria Weightings
Qualitative Criteria	Capacity and Capability	20%
	Project Timelines	10%
	Sustainability (Mandatory)	20%
Quantitative Criteria	Price (Mandatory)	50%

DISCUSSION

The final evaluation ranking (including the price and non-price evaluation criteria) has Fruitbowl Productions ranked highest and as such, the evaluation panel recommends Fruitbowl Productions as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

The existing 2023/24 operational budget for the Carols by Candlelight Event is \$300,000. Officers are requesting approval for an additional sum of \$129,086.80 (GST inclusive) to stage the event.

SUSTAINABILITY OUTCOMES

1. Environmental Sustainability: Fruitbowl will connect with a local food bank or shelter so leftover foods does not go to waste. They also will implement a comprehensive waste management plan that includes recycling, composting, and the ban of single-use plastics. They also provide clearly labelled recycling and waste bins throughout the event venue and educate attendees on proper waste disposal practices.
2. Local Sustainability: Fruitbowl will endeavour to engage vendors, sponsors, performers, and contractors from within the City of Monash.

CONCLUSION

That Council approves the recommendations contained within this report.