

4.4 TENDER FOR CATERING SERVICES (CF2023190: SB)

Responsible Manager: Rob Pedder

Responsible Director: Jarrod Doake

RECOMMENDATION*

That Council:

1. *Awards the tender from:*
 - *Bunji Catering a division of Jarrah Integrated Services;*
 - *Mobile Catering Pty Ltd;*
 - *The Trustee for 246Ate Unit Trust T/AS Urban Foodies; and*
 - *Waverley Industries Ltd,**for Catering Services, Contract No. 2023190 for a schedule of rates-based contract with an estimated contract value of \$723,076.00 for the initial term and an estimated total contract value of \$1,205,126.66 inclusive of all available extension options;*
2. *Authorises the Chief Executive Officer or their delegate to execute the contract agreement;*
3. *Notes that the contract will commence on 1 August 2023, for an initial term of three (3) years and the contract has two (2) separate extension options of one (1) year each and authorises the Chief Executive Officer to approve the extension options subject to satisfactory performance; and*
4. *Notes that the estimated schedule of rates contract values stated above are also subject to an annual CPI indexation as per the contract.*

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

INTRODUCTION

Council has tendered for Catering Services.

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. PA or MAV do not offer catering services as part of their Contract panels. Due to the nature of the Catering Services, a decision was made to run this event as a public tender, as this will allow the best possible tender response.

BACKGROUND

Council is seeking to appoint a panel of catering contractors to provide catering services to the City of Monash.

Throughout the year, departments across Council require catering services for a wide range of functions and events. Catering Services include supply, delivery and preparation services.

Functions are principally at Council's Glen Waverley offices or Monash Operations Centre (MOC) yet could be at any site within Council or at an offsite facility.

Functions vary from normal Council meetings, events and formal dinners, breakfasts, lunches, morning, and afternoon teas.

Functions and events are held at a variety of times ranging from 7am to 11pm. Catering Services are generally required Monday to Friday however, Catering Services may be required on weekends, Australia Day and other public holidays. Without the provision of these Catering Services, Council would not be able to facilitate catered functions and events.

Council currently engages the services of Waverley Industries, Urban Foodies, Chefscene and G'day Chef. As this contract is expiring, we went out to market to retender. Two of the current providers have tendered for the new Contract being Waverley Industries and Urban Foodies, the other two did not respond.

NOTIFICATION

A public notice was placed in The Age newspaper on 06 May 2023 and the tender closed on 26 May 2023.

TENDERS RECEIVED

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

- *Bunji Catering a division of Jarrah Integrated Services*
- *Mobile Catering Pty Ltd*
- *The Trustee for 246Ate Unit Trust T/AS Urban Foodies*
- *Waverley Industries 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
Submitted Completed Conforming Tender Response Forms	<i>Pass/Fail</i>
Compliance with Specifications	<i>Pass/Fail</i>
Financial Viability	<i>Pass/Fail</i>
Mandatory Insurances - Insurance and Indemnity submitted in accordance with required limits	<i>Pass/Fail</i>

Table 2	Key Selection Criteria	Criteria Weightings
Qualitative Criteria	Capacity and Capability	30%
	Sustainability (Mandatory)	20%
Quantitative Criteria	Price (Mandatory)	50%

DISCUSSION

The following information supports the evaluation panel's recommendations.

For this category, the panel confirms that no more than four (4) suppliers are required to satisfy Council's service needs. The final evaluation (including price and non-price evaluation criteria) ranked the following four (4) suppliers the highest.

1. Waverley Industries Ltd
2. The Trustee for 246Ate Unit Trust T/AS Urban Foodies
3. Bunji Catering a division of Jarrah Integrated Services
4. Mobile Catering Pty Ltd

As such, the evaluation panel recommends these suppliers as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

The provision of Catering Services will be managed within existing operating budgets with an estimated cost of \$241,025.33 per annum (GST Inc).

SUSTAINABILITY OUTCOMES

As part of Council's commitment to sustainability, all contractors recommended for this panel have been evaluated and demonstrated evidence of business commitments to environmental, local, and social sustainability practices.

This includes a commitment from some suppliers on the panel to provide bio cutlery packs, napkins, plates, bowls, and all food will come in cardboard boxes which can be recycled. Further to this, Waverley Enterprises is not only a local supplier, but is also one of Victoria's largest employers of Adults with Disabilities.

CONCLUSION

That Council approves the recommendations contained within this report.