

### 7.1.3 TENDER FOR SERVICE OF PUBLIC NOTIFICATION FOR PLANNING APPLICATIONS - CF2023238

<b>Responsible Manager:</b>	Catherine Sherwin, Manager City Planning
<b>Responsible Director:</b>	Peter Panagakos, Director City Development

#### RECOMMENDATION

That Council:

1. Awards the tender from Planning Notices R Us for the Installation of Public Notice Signs, Contract No. 2023238 for a schedule of rates-based contract with an estimated contract value of \$300,000 for the initial term and an estimated total contract value of \$500,000 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 December 2023, with an initial term of three years and the contract has two extension options of one year each and authorises the Chief Executive Officer to approve 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 conducted a tender for public notices associated with Statutory Planning Applications. The contract is for an initial period of three (3) years, commencing 1 December 2023, with two (2) extension options of one (1) year each.

#### BACKGROUND

The current contract for the provision of printing, installation and removal of planning application notices is due to expire in late November 2023. Monash City Council is now seeking to appoint a service provider for the printing, installation, and removal of planning application notices.

Public notice of a planning application is a requirement of the *Planning and Environment Act 1987* (the Act) and occurs unless the Council is satisfied that the granting of a permit will not cause material detriment to any person/s, or the planning scheme states that public notice is exempt and therefore not required. Council determines how notice should be given and its preference is that Council undertake the notice for and on behalf of the applicant.

## NOTIFICATION

A public notice for tender was placed in The Age newspaper on 2 September 2023, with a tender closing date of 15 September 2023.

## TENDERS RECEIVED

One tender submission was received from the following supplier by the appointed closing time.

No.	Tenderer	Estimated total cost based on schedule of rates (\$ Including GST)
1	Planning Notices R Us	\$500,000.00

## TENDER CONFORMANCE

The submission was assessed for its compliance with the tender conditions, including the contractual terms and conditions and the requirements of the response schedules.

The tender submission was deemed conforming.

## TENDER EVALUATION

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

The tender was assessed in accordance with the following criteria as per 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>

Table 2	Key Selection Criteria	Criteria Weightings	Sub Criteria Weightings	Sub Criteria to be used in the Returnable Schedule
Qualitative Criteria	Capacity and Capability	30%	5%	Experience
			15%	People & Equipment Resources
			5%	Risk Management
			3%	Legal Compliance

			2%	Performance and Innovation
	Sustainability (Mandatory)	10%	4%	Environmental Sustainability
			3%	Local Sustainability
			3%	Social Sustainability
Quantitative Criteria	Price (Mandatory)	60%	60%	Comparison of Whole of Life Cost / Total Project Cost / Estimated Annual Cost

## DISCUSSION

The final evaluation ranking resulting from the tender process having received only one tender, recommends Planning Notices R Us as representing the best value outcome for Council.

## FINANCIAL IMPLICATIONS

The spend under this schedule of rates contract is managed from within the approved operating budget of the relevant Council department.

The initial contract term is three (3) years with two (2) optional extensions of one (1) year each, subject to satisfactory performance. Based on the submitted Pricing Schedule, the estimated contract value for the initial term is \$300,000 and has an estimated total contract value of \$500,000 inclusive of all extension options. Future spend under this Schedule of Rates contract is to be maintained within approved budgets.

It is also noted that there is a provision for an annual CPI increase to the schedule of rates as per the Conditions of Contract.

## SUSTAINABILITY OUTCOMES

1. Environmental Sustainability is enhanced under induction which focuses on personal safety, proper site identification and leaving 'non-trace' when installing and removing Notices. This includes removing all debris/litter at the installation site and not leaving vehicles idling when attending to a property.
2. Recycling every element of the work practice that can be recycled, including having developed a frame to securely support the on-site Public Notice. This frame can be maintained to make it last many years.
3. Social Sustainability is enhanced by employing primarily older workers.

## CONCLUSION

That Council approves the recommendations contained within this report and awards the tender from Planning Notices R Us for the Installation of Public Notice Signs.



**ATTACHMENT LIST**

Nil