

7.2.2 AWARD UNIFORM TENDER FOR ACTIVE MONASH - CF2024004

Responsible Manager:	Tony Oulton, Manager Active Monash
Responsible Director:	Russell Hopkins, Director Community Services

RECOMMENDATION

That Council:

- 1. Awards the tender from S-Trend for the Design, Supply & Delivery of Active Monash Staff Uniforms, Contract No. 2024004 for a schedule of rates-based contract with an estimated contract value of \$293,344.20 for the initial term and an estimated total contract value of \$586,688.40 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 April 2024, with an initial term of five years and the contract has one extension option of five years 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 the design, supply & delivery of Active Monash staff uniforms.

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 access established contracts via other compliant Procurement agreements.

Collaboration options were not appropriate for the design, supply & delivery of Active Monash staff uniforms as Council is seeking specific design preferences that meet Council branding guidelines.

BACKGROUND

The current Active Monash uniforms have been in circulation since 2015 and have been provided by ICON and TWP. Whilst the uniform options provided under the current arrangement meet Council's requirements, an updated uniform for staff, corporate options for senior leaders, and a level of diversity to cater for the changing workforce are sought within this tender.

Prior to tendering, officers -

- developed an understanding of the current needs of each department regarding uniform requirements.
- benchmarked against other leisure facilities in regard to uniform offerings; and
- considered a new range of uniforms that are in line with current fitness trends and wearability, whilst also aligning with the Active Monash branding.

This contract will allow Active Monash to update their uniform for all departments (with the exception of lifeguards) across all sites.

NOTIFICATION

A public notice was placed in The Age newspaper on 26 August 2023 and the tender closed on Friday 6 October 2023.

TENDERS RECEIVED

Tender submissions were received from the following five suppliers by the appointed closing time.

- S-Trend
- Intandem
- Lee St John Uniforms
- Icon Sports Uniforms
- YMCA

CONFORMANCE SUMMARY

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 submission was deemed non-conforming and was not evaluated further. A summary of the non-conforming tender follows:

Icon Sports Melbourne failed to meet the evaluation pass/fail criteria and was deemed non-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 following evaluation criteria as published in the tender documentation:

Pass/Fail Assessment Criteria	Score
Compliance with Scope/Sample Approval	<i>Pass/Fail</i>
Quality & OHS third party certification	<i>Pass/Fail</i>
Exclusion Criteria	<i>Pass/Fail</i>

Table 2	Key Selection Criteria	Criteria Weightings	Sub Criteria to be used in the Returnable Schedule
Qualitative Criteria (50%)	Capacity and Capability	30%	Experience
			People & Equipment Resources
			Risk Management
			Performance, Innovation, Customer Service and Transitional Initiatives
	Sustainability (Mandatory)	20%	Environmental Sustainability
			Local Sustainability
			Social Sustainability
Quantitative Criteria (50%)	Price (Mandatory)	50%	Comparison of Whole of Life Cost / Total Project Cost / Estimated Annual Cost

DISCUSSION

Five submissions were received in response to the advertised tender.

All conforming tenderers provided highly competitive submissions and are known to Council, with all having successfully delivered uniforms for other metropolitan municipalities or comparable industries.

Tender interviews were held for each of the four conforming suppliers. Each supplier was asked to provide an example of concept design, samples for each tendered item and respond to questions asked by the panel.

Following the tender evaluation, comprising an assessment of price and non-price related criteria, the evaluation panel ranked S-Trend Pty Ltd as the highest overall scoring supplier and are the preferred supplier for the Active Monash Uniforms.

S-Trend Pty Ltd have recently delivered similar scope for other sport and recreation services and are highly regarded as a uniform provider in the sports industry. Their experience was further demonstrated by their detailed response to the Tender Response Schedule, their concept design and in articulating their understanding of the Active Monash brand.

FINANCIAL IMPLICATIONS

An annual budget allocation is contained within the Active Monash operating budget. All future spending will be managed within the available budget.

SUSTAINABILITY OUTCOMES

1. Environmental Sustainability: S-Trend have a philosophy about creating products that are made ethically and sustainably. All materials are eco-friendly, and manufacturing processes are certified through official accreditations. S-Trend hold the Worldwide Responsible Accreditation Production (WRAP) program which is the most accepted independent certification within the apparel industry and S-Trend falls within its pillars of recognised social compliance standards.
2. Local/Social Sustainability: S-Trend partner with local business partners in Oakleigh and Mount Waverley in generating local employment opportunities.

GENDER IMPACT ASSESSMENT

A GIA was not completed because this agenda item is not a 'policy', 'program' or 'service'.

CONCLUSION

The final evaluation ranking (including the price and non-price evaluation criteria) had S-Trend Pty Ltd ranked highest and as such, the evaluation panel recommends S-Trend Pty Ltd as representing the best value outcome for Council in providing a new staff uniform for Active Monash.

ATTACHMENT LIST

Nil