

7.4.4 2025071: LOCKSMITH & DOOR FURNITURE SERVICES

Responsible Manager:	Dino De Melis, Manager Facilities and Infrastructure Maintenance
Responsible Director:	Jarrold Doake, Director City Services

RECOMMENDATION

That Council

1. Awards the tender from John Barnes & Company Locksmiths Pty Ltd for Locksmith & Door Furniture Services, Contract No. 2025071 for an estimated annual schedule of rates-based contract value of \$150,000. The total estimated contract value, inclusive of all extension options is \$900,000.
2. Authorises the Chief Executive Officer or her delegate to execute the contract agreement.
3. Notes that the contract will commence on 1 May 2025, with an initial term of Two (2) years and the contract has Two (2) extension options of Two (2) years 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 based on anticipated spend, inflation and growth (please refer to Financial section for more information).

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

INTRODUCTION

Council has conducted a tender for Locksmith & Door Furniture 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 access established contracts via other compliant Procurement agreements.

Council has chosen to independently conduct a tender for Locksmith & Door Furniture Services. For service provision contracts, each council has a unique set of service level agreements that an individual contract allows for contractors to provide a service and prioritise their work in accordance with each Council's individual programs.

BACKGROUND

Monash City Council invited tenders for the provision of Locksmith & Door Furniture Services. A range of locksmithing services is required including restricted bi-lock keys, supply and install of door furniture and hardware.

Council currently engages the services of Oakleigh Locksmiths Pty Ltd for the above services.

NOTIFICATION

A public notice was placed in The Age newspaper on 1 February 2025 and the tender closed on 26 February 2025.

TENDERS RECEIVED

Two (2) tender submissions were received by the appointed closing time.

The tenders received are listed below:

- John Barnes & Company Locksmiths Pty Ltd
- Oakleigh Locksmiths 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.

The tenderers were then further evaluated as per the agreed evaluation criteria.

TENDER EVALUATION

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

The tenders 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>

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

DISCUSSION

John Barnes & Company Locksmiths Pty Ltd have demonstrated the ability to be able to deliver a high volume of work on time and budget. The quality of work and knowledge of both office and on the ground staff members has been outstanding. John Barnes & Company Locksmiths Pty Ltd response times including after-hours has fulfilled the requirements of other Referees.

The final evaluation ranking (including the price and non-price evaluation criteria) ranked John Barnes & Company Locksmiths Pty Ltd the highest and consequently, the evaluation panel recommends John Barnes & Company Locksmiths Pty Ltd as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

Contract Term	Year or Period of Time	Estimated Contract Value (incl GST)*
Initial Term	2 Years	\$300,000
First Extension Option	2 Years	\$300,000
Second Extension Option	2 Years	\$300,000
Total Estimated Contract Value		\$900,000

*Please note that the estimated values above are based on anticipated spend, inflation and growth.

SUSTAINABILITY OUTCOMES

1. Environmental Sustainability:

John Barnes & Company Locksmiths Pty Ltd is fully committed to minimising construction and demolition waste and have policies and procedures in place to help achieve this goal. Where possible they will endeavour to recycle or repurpose materials. John Barnes & Company Locksmiths Pty Ltd priorities to source products with longer life cycles which helps reduce the need for frequent replacement and minimises waste.

2. Local Sustainability:

John Barnes & Company Locksmiths Pty Ltd will endeavour to utilise local suppliers and build relationships with local businesses to support the local community and sporting clubs. They offer a range of employment opportunities including apprenticeships, training programs and career development opportunities.

3. Social Sustainability:

John Barnes & Company Locksmiths Pty Ltd have developed robust Workplace & Ethical Employment Policies that reflect their commitment to fairness and respect. John Barnes & Company Locksmiths Pty Ltd are dedicated to providing opportunities for members of the community, including Aboriginal and Torres Strait Islander peoples, people with disabilities, and those from culturally and linguistically diverse backgrounds. Environmental Sustainability: details about any improved environmental outcomes, including recyclable materials, reduced landfill, less emissions etc

CONCLUSION

That Council approves the recommendations contained within this report.

ATTACHMENT LIST

Nil