

### 7.5.1 2025111 THEATRE TECHNICIAN SERVICES

<b>Responsible Manager:</b>	Marg Spowart, Manager Customer Experience
<b>Responsible Director:</b>	Imogen Kelly, Executive Manager Communications, CX & Community Facilities

#### RECOMMENDATION

That Council

1. **Awards the tender from Clear Systems Pty Ltd for Theatre Technician Services, Contract No. 2025111 for a schedule of rates-based contract with an estimated contract value of \$194,225 for the initial term of two years and an estimated total contract value of \$503,430.80 inclusive of all available three 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 August 2025, with an initial term of two years and the contract has three 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 based on anticipated spend, inflation and growth.**

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

#### INTRODUCTION

Due to the conclusion of the current Contract, Council has tendered for Technician 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. Due to the nature and location of the work, Council officers determined that it would be most appropriate to go to the market itself.

#### BACKGROUND

Council is seeking to appoint the ongoing services of a Theatre Technician that will provide technical production requirements including light sequencing, audio control, technical advice and assistance with set build to support the Theatre's range of uses and day-to-day function.

The Theatre at the Clayton Community Centre has raked seating for 132 patrons with eight removable seats, two entry doors, a bio-box and a small backstage dressing room. The space has a rear loading dock for ease of access with large set delivery, which is shared with Library Services. The theatre has a portable ticket box which can be put in the large foyer directly outside the entry of the theatre.

It is highly utilised by community theatre groups, dance schools, local education institutions and Council run community programs. Performances range from plays, dance concerts, valedictory

celebrations, movie events and lectures. Bookings attract a fee for hire that covers technician costs.

The current incumbent is Pakart Productions Pty Ltd. However, this firm is ceasing operation and has not re-tendered.

The conclusion of the contract has provided an opportunity to review current practices to increase the availability of the venue for hire and look for efficiencies in service delivery. Internal staff will be upskilled to support bookings that have fewer technical requirements during business hours and the new contract will be based on a schedule of hourly rates rather than a monthly retainer.

The new provider also has greater capacity, enabling more same day bookings and increasing the availability of the venue for hire.

## NOTIFICATION

A public notice was placed in The Age newspaper on 3 May 2025 and the tender closed on 23 May 2025.

## TENDERS RECEIVED

Two tender submissions were received by the appointed closing time.

The tenders received are listed below:

- Clear System Pty Ltd
- Red Pulse 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 tenders were assessed in accordance with the evaluation criteria published in the tender documentation:

Pass/Fail Assessment Criteria	Score
Risk Level 1-3: OHS & Quality Mandatory Rapid Global	<i>Pass/Fail</i>
Mandatory Insurances	<i>Pass/Fail</i>
1st Aid Qualification	<i>Pass/Fail</i>

Working With Children's Check/Police Check		<i>Pass/Fail</i>
<b>Table 2</b>	<b>Key Selection Criteria</b>	<b>Criteria Weightings</b>
Qualitative Criteria	Capacity and Capability	30%
	Sustainability (Mandatory)	10%
Quantitative Criteria	Price (Mandatory)	60%

## DISCUSSION

All tender submissions were assessed against the tender evaluation criteria (including the price and non-price evaluation criteria). The Tender Evaluation Panel (TEP) compared the relevant experience of the tenders, and all demonstrated a capability to deliver the service. The TEP concluded that the highest ranked tenderer was interviewed.

Clear Systems attended an onsite interview and site tour. The evaluation panel conducted an interview with the shortlisted tenderer to further confirm their:

- Resourcing, capability and capacity to deliver
- Start Date
- Notice Period's
- Our Expectations
- Their Expectations

Through the tender process Clear Systems demonstrated a good understanding of the service requirements for this tender.

Clear Systems employs multiple technicians, enabling more same day bookings and increasing the availability of the venue for hire and fee income.

The TEP completed their evaluation based upon the submissions and further information determined through the tender interview.

Reference checks have been conducted on Clear Systems, and positive responses have been received regarding their previous performance, reliability, and technical knowledge. All referees spoke highly of Clear Systems and have had excellent experiences with them in the past.

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

## FINANCIAL IMPLICATIONS

The estimated annual expenditure is covered under the annual operational budget and is within the approved Budget.

Contract Term	Year or Period of Time	Estimated Contract Value (incl GST) *	Comments
	Year 1	\$97,112.50	Commencing 01 August 2025 till 30 July 2027
	Year 2	\$97,112.50	
<b>Initial Term Sub Total</b>		<b>\$194,225</b>	
First Extension Option	Year 3	\$100,036.17	Commencing 01 August 2027
Second Extension Option	Year 4	\$103,037.26	Commencing 01 August 2028
Third Extension Option	Year 5	\$106,128.37	Commencing 01 August 2029
<b>Total Estimated Contract Value</b>		<b>\$503,430.80</b>	

## CONCLUSION

That Council approves the recommendations contained within this report.

## ATTACHMENT LIST

Nil