

**5.2 CONTRACT FOR THE PROVISION OF CATERING SERVICES TO THE CITY OF MONASH**

(GC: CF20180158)

Responsible Officer: Jarrod Doake, Chief Operating Officer

**RECOMMENDATION***That Council:*

1. *Appoints the following suppliers to a panel for the provision of Catering Services to the City of Monash for a three (3) year term with options for extension of two (2) x one (1) year periods for the schedule of rates submitted with their respective tenders (Estimated annual expenditure of \$135,000 GST inclusive):*

*Chefscene Pty Ltd  
Waverley Industries Ltd  
Simply Sensational Catering  
G'Day Chef*

2. *Authorises the Chief Executive Officer to execute the contract agreement, and at her discretion, to approve the contract extension options in the contract, subject to satisfactory performance.*

**INTRODUCTION**

This report recommends a panel of service providers for catering services for the Council.

**BACKGROUND**

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, yet could be at any site within Council or at an off-site facility.

Functions vary from normal Council meetings, receptions and formal dinners, to breakfasts, lunches, morning and afternoon teas and other functions.

Functions and events are held at a variety of times 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.

Public notices seeking tender submissions were advertised in: The Age on Saturday 12 May 2018 and on Council's website [www.monash.vic.gov.au](http://www.monash.vic.gov.au), for a contract term of three (3) years with two (2) x one (1) year options to extend.

This tender closed on Friday 25 May 2018.

Tender submissions were received from the following eight (8) suppliers:

1. Chefscene
2. Waverley Industries
3. G'day Chef Pty Ltd
4. Simply Sensational Catering
5. Provincial Events
6. M&BT Investments
7. Wholesale Party Food
8. Mobile Catering Company

### ***TENDER EVALUATION***

Council's evaluation panel consisting of: Jarrod Doake, Chief Operating Officer, Sandra Bruce, Operations Coordinator, Joanne McKay, Legal Service Coordinator, and Jason Farrugia-Roberts Manager Strategic Procurement. The panel recommended a panel of four (4) tenderers for the supply of Catering Services to Monash City Council.

All panel members signed a Conflict of Interest and Confidentiality form in order to cover off on Council's Tender Evaluation Panel Terms of Reference.

In accordance with Council's Procurement Policy, price was considered at 60% with the remaining non-price criteria making up the balance of 40%.

The evaluation panel reviewed the eight (8) tender submissions for Catering Services for the City of Monash and considered each supplier in light of Council's Catering Service requirements.

#### **Non-Price Related Criteria**

Five (5) of the eight (8) tenderers submitted a fully compliant tender. Provincial Events, M&BT Investments and Mobile Catering Company failed to submit all relevant tender schedules and were scored down for this reason. Waverley Industries Ltd, Chefscene Pty Ltd, G'Day Chef and Simply Sensational Catering all demonstrated the capacity to provide continuity of service and the ability to deliver on short turnarounds by incorporating a pool of back up staff on hand to meet peak demands. Wholesale Party Foods who were one of the compliant tenders ranked the 5<sup>th</sup> lowest overall due to pricing and relevant experience, so were not included as part of the panel of caterers.

The four (4) tenderers recommended to form a panel of suppliers have adequately experienced staff to manage Monash City Council's catering requirements and

relevant experience when servicing Local Government needs. All four (4) including Waverley Industries Ltd, Chefscene Pty Ltd, G'Day Chef and Simply Sensational Catering have performed catering services over a period of no less than 20 years and have serviced Local Government organisations, corporate and private enterprises.

All tenderers offered a diverse range of foods that satisfied the needs of Council and are able to cater for all dietary requirements.

#### Price Related Criteria

Tenderers were requested to submit a lump sum rate for six (6) catering requirements accompanied with a schedule of rates for additional catering options. Tenderers were ranked in order of least expensive to the most expensive.

Chefscene was the least expensive followed by Waverley Industries, Simply Sensational Catering and G'Day Chef.

Overall, the four (4) recommended tenderers meet Council's Catering Service requirements. The decision to recommend four (4) catering providers was made to ensure that there will be continued diversity of food and that through a competitive panel arrangement the service remains at a high standard throughout the contract.

#### **FINANCIAL IMPLICATIONS**

The provision of Catering Services will be managed within divisional operational budgets, with an estimated cost of \$135,000 per annum (GST incl.) across Council.

#### **CONCLUSION**

That Council adopts the recommendation to appoint the following four (4) suppliers to the panel of providers:

1. Chefscene Pty Ltd
2. Waverley Industries Ltd
3. Simply Sensational Catering
4. G'Day Chef

For the provision of Catering Services for a three (3) year term with the option to extend the contract term for two (2) x one (1) year terms at the discretion of the Chief Executive Officer subject to satisfactory performance.