

**4.1 TENDER FOR LOCKSMITH & DOOR FURNITURE**  
(CF2020080: MD)

Responsible Director: Director Infrastructure (Ossie Martinz)

**RECOMMENDATION\***

*That Council:*

- 1. Awards the tender from Oakleigh Locksmiths Pty Ltd for Locksmith & Door Furniture for a schedule of rates based contract with an estimated annual contract value of \$99,000 and an estimated total contract value of \$515,200 inclusive of all available extension options;*
- 2. Authorises the Chief Executive Officer or her delegate to execute the contract agreement; and*
- 3. Notes that the contract will commence on 1 April 2020 with an initial term of one year and the contract has two extension options of two years each and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance.*

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

**INTRODUCTION**

Council has tendered for Locksmith & Door Furniture (CF2020080)

**BACKGROUND**

Council is seeking to appoint a *Contractor* for the provision of Locksmith & Door Furniture.

Council currently engages the services of Oakleigh Locksmiths Pty Ltd and API Services and Solutions Pty Ltd.

**NOTIFICATION**

A public notice was placed in The Age newspaper on 16 November 2019 and the tender closed on 6 December 2019.

**TENDERS RECEIVED**

One tender submission was received by the appointed closing time.

The tender received is listed below:

- Oakleigh Locksmiths Pty Ltd

**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.

<b>Pass/Fail Assessment Criteria</b>	<b>Score</b>
Quality Systems (if applicable)	<i>Pass/Fail</i>
OHS	<i>Pass/Fail</i>
Mandatory Insurances (if applicable)	<i>Pass/Fail</i>
Conforming Tender	<i>Pass/Fail</i>
Scope requirements schedule	<i>Pass Fail</i>

KEY SELECTION CRITERIA		CRITERIA WEIGHTINGS	SUB WEIGHTINGS	SUB CRITERIA/RETURNABLE SCHEDULES LINK
40% NON-PRICE CRITERIA	Capacity and Capability	30%	10%	Experience
			5%	Resources
			5%	Risk Management
			5%	Legal Compliance
			3%	Performance and Innovation
			2%	Customer Service
	Sustainability (Mandatory)	10%	4%	Environmental Sustainability
			3%	Local Sustainability
			3%	Social Sustainability
PRICE (60%)	Price*	60%	60%	Comparison of Whole of Life Cost or Total Project Cost or Estimated Annual Cost

\*Minimum 60% price weighting required unless Council approves otherwise.

### **DISCUSSION**

The following information supports the evaluation panel's recommendations.

An interview was conducted with Oakleigh Locksmiths to assess their submission in further detail, and to better understand the alternative systems option nominated in the tender specification. The opportunity to clarify the alternative system enabled officers to establish a preferred approach, which Council may undertake to enhance the security keying systems into the future which would offer better patent protection to prevent unauthorised cutting of keys.

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

### **FINANCIAL IMPLICATIONS**

The recommended tenderer's price is estimated at an annual cost of \$99,000 (GST inclusive). CPI over the contract period is estimated at 2% p.a. Therefore the estimated cost over a five year period is \$ 515,200 (GST inclusive).

The estimated contract expenditure is to be funded from existing budgets allocations managed by the Facilities Maintenance unit.

***CONCLUSION***

That Council approves the recommendation contained within this report.