

**WS092: CONTRACT C15030 FIELD LIGHTING AND POWER INSTALLATION CENTENNIAL PARK WESTERN PRECINCT**

**Land Description** : Centennial Park Sporting Precinct  
**Proponent** : City of Albany  
**Owner** : City of Albany  
**Report Prepared by** : Manager Major Projects (A. McEwan)  
**Responsible Officer** : Executive Director Works & Services (M. Thomson)


**Responsible Officer’s Signature:**





**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2014-2018:
  - a. **Key Theme 3: A Connected Built Environment**
  - b. **Strategic Objective 3.1:** To advocate, plan and build friendly and connected communities.

**Maps and Diagrams:**



Location/area for sports field lighting. Centennial Park - Western Precinct.

	<p>This map has been produced by the City of Albany using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no liability for its use by other parties. Reproduced by permission of Western Australian Land Information Authority, Copyright Licence SLIP 436-2014-1. <a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a></p>	<p>Tuesday, 3 November 2015</p>	
		1:3662	

**In Brief:**

- Following a competitive tender process, Council approval is sought to award the tender for the C15030 Field Lighting and Power Installation Centennial Park Western Precinct to J&S Castlehow Electrical Services.

**RECOMMENDATION**

**WS092: RESPONSIBLE OFFICER RECOMMENDATION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council ACCEPT the tender from J&S Castlehow Electrical Services and AWARD contract C15030 – Lighting and Power Installation Centennial Park Western Precinct.**

**BACKGROUND**

2. The Centennial Park Sporting Precinct (CPSP) is an ongoing project tied to various funding agreements with execution timetables related to funding conditions and other practical issues around scheduling of sporting clubs.
3. It is preferable to commence works at the earliest possible time, to ensure practical completion in accordance with funding requirements and to minimise disruption to the sporting clubs affected by the works. The Western Precinct construction (fields and irrigation) has already commenced. The field lighting is an integral part of completing the playing fields.

**DISCUSSION**

4. The standard tender process was applied, ensuring the necessary accountability and transparency when considering submissions. The tender was evaluated using the weighted attributes methodology. This method scores the evaluation criteria and weights their importance to determine an overall point score for the tender.
5. The City of Albany advertised locally and at a state level seeking tenders for the installation of lighting and power at Centennial Park Western Precinct.
6. A total of 21 sets of documents were downloaded from the City of Albany tender website.
7. The City received 2 completed tender documents and these were submitted to the Procurement and Contracts Office on/before the stipulated closing date and time. Tenders were subsequently opened, the name of the tenderer/s were recorded in the tender register and logged into Records.
8. Evaluation of Tenders.

The tender panel evaluated tenders using the weighted (out of 10) criteria methodology. Criteria and weighting were evaluated in five key areas.

<b>Criteria</b>	<b>% Weighting</b>
Relevant Experience	20%
Reliability	20%
Technical Compliance	10%
Demonstrated Understanding	20%
Corporate Social Responsibility	5%
Cost	25%
<b>Total</b>	<b>100%</b>

9. The following table summarises the tenderers and the overall evaluation scores applicable.

<b>Tenderer</b>	<b>Total</b>
J&S Castlehow Electrical Services	682.47
Tenderer B	658.48

10. On the basis of the total evaluation score, the highest weighting being applied to cost, relevant experience, and demonstrated understanding the most suitable company is J&S Castlehow Electrical Services.

**GOVERNMENT & PUBLIC CONSULTATION**

11. There is no government consultation required for the award of the lighting and power installation, Centennial Park Western Precinct.
12. The funding bodies will be contacted with regard to the outcome of the award and timeframe for construction.

**STATUTORY IMPLICATIONS**

13. Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$150,000.
14. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
15. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.

**POLICY IMPLICATIONS**

16. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.

**RISK IDENTIFICATION & MITIGATION**

17. The risk identification and categorisation relies on the City's Enterprise Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<b>Organisation's Operations</b> <i>Failure to deliver project within specified timeframe</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Award lighting tender as soon as possible to satisfy funding conditions for project completion</i>
<b>Business Interruption</b> <i>Responsible Officer Recommendation is not adopted.</i>	<i>Possible</i>	<i>Major</i>	<i>Medium</i>	<i>Council makes a timely decision and awards the tender to the recommended tenderer</i>

**FINANCIAL IMPLICATIONS**

18. The value of this tender is in excess of \$500,000 and therefore the approval is referred to Council for consideration.
19. The recommended tender is within budget.

**LEGAL IMPLICATIONS**

20. Contractual terms for all aspects of this project will need to be rigorously applied.

**ENVIRONMENTAL CONSIDERATIONS**

21. There are no clearing permits required for the works.

**ALTERNATE OPTIONS**

22. The options are:

- Council can elect to accept the recommended tender
- Not approve any tender, or
- Appoint a different submitted tender.

**SUMMARY CONCLUSION**

23. On reviewing the submissions, J&S Castlehow Electrical Services was assessed as being the most suitable tenderer across the evaluation criteria for the lighting and power installation, Centennial Park Western Precinct. Their tender was well detailed and demonstrated a good understanding of the tender objectives.
24. This report recommends that the City accept the tender from J&S Castlehow Electrical Services be accepted.

<b>Consulted References</b>	:	<i>Local Government Act 1995 Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing Council Policy – Buy Local (Regional Price Preference)</i>
<b>File Number (Name of Ward)</b>	:	<i>CP.DEC.1</i>
<b>Previous Reference</b>	:	<i>N/A</i>