

**5.1: CONTRACT 09022 – PROVISION OF ELECTRICAL SERVICES –  
REQUEST FOR EXTENSION TO CONTRACT**

**Proponent** : City of Albany  
**Owner** : City of Albany  
**Business Entity Name** : J & S Castlehow  
**Responsible Officer(s)** : Acting Executive Director Works and Services (S Grimmer)

**IN BRIEF**

- The first term of Contract C09022 – Provision of Electrical Services is due to expire in February 2012, with the contract providing for an option to extend for a further twelve months

**RECOMMENDATION**

**ITEM 5.1 RESOLUTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR ATTWELL**

**SECONDED: COUNCILLOR HOLDEN**

**THAT Council APPROVES the extension of Contract 09022 – Provision of Electrical Services for a further twelve months, therefore bringing the expiry date to February 2013.**

**CARRIED 12-0**

**BACKGROUND**

1. At the Ordinary Council Meeting on 16 February 2010, Council awarded the contract for electrical services to J & S Castlehow for two years. As the Contract is nearing the end of the two year period, J & S Castlehow are seeking to exercise the option to extend the contract for a further twelve months.

**DISCUSSION**

2. A written undertaking has been received by the City, there will be no price increase during the extended period. The City is satisfied that J & S Castlehow have performed in accordance with the requirements of the contract. In addition they have been pro-active in providing advice on electrical matters and suggesting cost effective options. Their response times have been of a high standard.

**GOVERNMENT CONSULTATION**

3. Nil

**PUBLIC CONSULTATION / ENGAGEMENT**

4. Nil

**STATUTORY IMPLICATIONS**

5. Nil

**STRATEGIC IMPLICATIONS**

6. This item relates to the following elements of the City of Albany Strategic Plan (2011-2021):

**Key Focus Area**

*Organisational Performance*

**Community Priorities**

*Policy and Procedures*

**Proposed Strategies**

*Develop clear processes and policies and ensure consistent, transparent application across the organisation.*

**POLICY IMPLICATIONS**

7. Council’s Policy “Purchasing Policy – Tenders and Quotes” and associated procedures apply to this item.

**RISK IDENTIFICATION & MITIGATION**

8. The risk identification and categorisation relies on the City’s Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Non compliance with contract or business failure</i>	<i>Unlikely</i>	<i>Medium</i>	<i>Medium</i>	<i>General conditions of contract allow for contract termination on the basis of failure to supply services</i>

**FINANCIAL IMPLICATIONS**

9. J & S Castlehow have given a written undertaking that there will be no price increase during the twelve month continuance period.

**LEGAL IMPLICATIONS**

10. Legal implications are addressed in the existing Contract 09022 – Provision of Electrical Services.

**ALTERNATE OPTIONS**

11. The Council may accept or reject the recommendation to extend Contract C09022 – Provision of Electrical Services by a further twelve months in favour of J & S Castlehow.

**SUMMARY CONCLUSION**

12. J & S Castlehow have been providing the Electrical Services to the City since February 2010. As the Contract is nearing the end of the initial two year period, a continuance has now been sought by J & S Castlehow. A written undertaking has been received by the City, there will be no price increase during the extended period.

<b>Consulted References</b>	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) WALGA Procurement Handbook 2011-2012
<b>File Number (Name of Ward)</b>	C09022 (All Wards)