

**5.2: CONTRACT C12026 – PROVISION OF ELECTRICAL SERVICES**

**Proponent** : City of Albany  
**Responsible Officer(s)** : Executive Director Works & Services (M Thomson)

**Maps and Diagrams:**

Nil

**IN BRIEF**

- Contract C12026 – Provision of Electrical Services be AWARDED to J & S Castlehow for a period up to 31 December 2014, with a mutually agreed and price negotiated increase for a further one year period.

**RECOMMENDATION**

**ITEM 5.2: RESOLUTION**  
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR DUFTY**  
**SECONDED: COUNCILLOR HORTIN**

**THAT Council ACCEPT the Tender from J & S Castlehow and award contract C12026 for the provision of Electrical Services for a period up to 31 December 2014 with a mutually agreed and price negotiated increase for a further one year period.**

**CARRIED 12-0**  
**ABSOLUTE MAJORITY**

**BACKGROUND**

1. As Council does not employ a qualified licensed electrician on staff, it is necessary for this service to be sourced from outside the organisation. There is no current Electrical Services contract, with the previous contract expiring in February 2013.

**DISCUSSION**

2. A total of eleven tender documents were downloaded from the City of Albany website.
3. Only one submission was received on or before the stipulated closing date and time. The following table summarises the tender and overall evaluation score applicable to this submission.

<b>Tenderer</b>	<b>Total Evaluation Score</b>
J & S Castlehow	560.00

4. The tender documents included tender evaluation criteria using the weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria are tabled below:

<b>Criteria</b>	<b>% Weight</b>
Cost	40
Relevant Skills & Experience	20
Tenderer's Resources	20
Management Systems	20
<b>Total</b>	<b>100</b>

5. On the basis of the total evaluation score which considers cost, technical compliance, relevant skills and experience, resources and management systems, whilst only one submission was received, J & S Castlehow was considered a suitable contractor for this tender.

#### **GOVERNMENT CONSULTATION**

6. Nil.

#### **PUBLIC CONSULTATION / ENGAGEMENT**

7. A request for tenders was published in the West Australian on 16 January 2013 and the Great Southern Weekender on 17 January 2013

#### **STATUTORY IMPLICATIONS**

8. 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 \$100,000.
9. 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.
10. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

#### **STRATEGIC IMPLICATIONS**

11. This item directly relates to the following elements of the 2011 City of Albany Strategic Plan:

***Key Focus Area***

*Lifestyle and Environment*

***Community Priority***

*A built environment for active lifestyles*

***Community Priority***

*Preservation of Albany's uniqueness*

**POLICY IMPLICATIONS**

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

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<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 goods &amp; services</i>

**FINANCIAL IMPLICATIONS**

14. The value of this tender is in excess of \$250,000 and therefore the approval is referred to Council for consideration.
15. The cost per job will be included in the specific budget line item.

**LEGAL IMPLICATIONS**

16. Nil

**ALTERNATE OPTIONS**

17. Council is not bound to accept the lowest or any tender and can accept or reject the tenders as submitted.

**SUMMARY CONCLUSION**

18. On reviewing the one submission, the evaluation team assessed J & S Castlehow as being a suitable tenderer across the evaluation criteria in terms of cost, technical compliance and experience, reliability and quality. J & S Castlehow is recommended to be awarded the provision of electrical services contract.

<b>Consulted References</b>	:	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) Council Policy – Buy Local (Regional Price Preference)
<b>File Number (Name of Ward)</b>	:	C12013