

ITEM 20

TENDER T21/08 - PORT KEMBLA COMMUNITY CENTRE - INSTALLATION OF NEW KITCHEN, ELECTRICAL UPGRADE AND ASSOCIATED WORKS

This report recommends acceptance of a tender for works at Port Kembla Community Centre which includes installation of a new kitchen, electrical upgrade and associated works in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The Port Kembla Community Centre is licenced to Our Community Project Inc. This organisation manages the centre on behalf of Council and delivers a range of services that enhance community capacity, including making this community space available to a range of other local groups and organisations.

The existing kitchen at the Port Kembla Community Centre is small, poorly configured and would not comply with current requirements for food premises. Replacement with a new configuration will enable a wider range of services to be delivered from the centre. During investigations it was revealed that the electrical supply required upgrading to meet current standards and other associated refurbishments will be completed while the building works are being carried out.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Trinity Quality Interiors Pty Ltd for the installation of new commercial kitchen, electrical upgrade, fire services and associated works, in the sum of \$289,692.00, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery

Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

- 1 Location Plan

BACKGROUND

The Port Kembla Community Centre was constructed in the 1950s was refurbished in 1980. The Community Centre is made up of three (3) separate buildings including an office, a hall and a men's workshop. Over the last decade, the Centre's use has changed, servicing the needs of a changing multicultural community within the Port Kembla area.

During an asset inspection of the facility, it was determined that the kitchen, which is located within the hall building, had reached its end of life and needed an upgrade to comply with current food premises standards and to meet the changing needs of the community.

An electrical inspection during the design process revealed that some of the electrical wiring is non-compliant and is not constructed in accordance with current Australian Standards. Other minor non-conformances will be addressed during the construction period.

The scope of works includes

- Removal of the existing kitchen with the alteration of the space into a storage room
- Relocation and installation of a new compliant commercial kitchen

- Upgrade of the electrical power supply to the building
- Upgrade of the building's fire services in accordance with the Australian Standard
- Removal of hazardous materials
- Installation of air conditioning units, new energy efficient lighting, fans, floor coverings and tiles
- Replacement of the men's shed roller door with double entry doors
- Installation of an external egress door, associated slab and path from the hall to the office building.
- Installation of storage cupboards, stackable doors and other refurbishments to increase flexibility of the spaces.

The expected outcome is to keep this facility in a serviceable condition for another 20 plus years in order to support the leaseholder and the broader local community.

Tenders were invited for this project by the open tender method with a close of tenders of 10.00 am on Thursday, 11 March 2021.

Seven (7) tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Project Delivery, Infrastructure Strategy and Planning and Governance and Customer Service Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- 1 Referees - Satisfactory references from referees for previous projects of similar size and scope
- 2 Financial Capacity - Financial assessment acceptable to Council which demonstrates the tenderer's financial capacity to undertake the works
- 3 Workplace Health and Safety Management System – Tenderers have as a minimum a Health and Safety Policy and WHS Management System Manual or Plan
- 4 Site Inspection – all tenderers to attend a site inspection.

Assessable Criteria

- 1 Cost of Council – 40%
- 2 Appreciation of scope of works and construction methodology – 10%
- 3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile – 10%
- 4 Staff qualifications and experience, including sub-contractors – 10%
- 5 Project Schedule – 10%
- 6 Demonstrated strengthening of local economic capacity – 10%
- 7 Workplace Health and Safety Management Systems – 5%
- 8 Environmental Management Policies and Procedures – 5%

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that

best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Trinity Quality Interiors Pty Ltd	1
Momentum Built Pty Ltd	2
Batmac Constructions Pty Ltd	3
Project Coordination (Australia) Pty Ltd	4
Malsave Pty Ltd	5
VBuilt	6
M & A Lukin	7

PROPOSAL

Council should authorise the engagement of Trinity Quality Interiors Pty Ltd the installation of a new kitchen, the electrical upgrade and other works within the hall area of Port Kembla Community Centre in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council’s standards and in accordance with the technical specification.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel
- 2 Nominated Referees

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 5 “We have a healthy community in a liveable city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Operational Plan Actions
5.5.1 Public facilities in key locations and transport routes are maintained and clean, accessible and inviting to our community and visitors.	5.5.1.2 Manage and maintain community infrastructure portfolio with a focus on asset renewal.	Achieve our expenditure targets for capital renewal by programming these works with sufficient flexibility to allow re-phasing, deferral and/or the introduction of other deferred renewal works as required.

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works is considered low based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

There are several instances where this building is non-compliant with current standards and further risk assessments would be required if the works did not proceed.

SUSTAINABILITY IMPLICATIONS

The continued maintenance and upgrading of Council's community facilities contributes to the sustainability of these resources and reflects Council's commitment to the delivery of quality spaces, places and services to the Wollongong community.

The installation of a new kitchen with energy and water efficient appliances within the hall area of the Community Centre will provide sustainable economic benefits. The new kitchen will extend its serviceable life for the next 20 plus years supporting leaseholders and the broader local community.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Operational Plan –

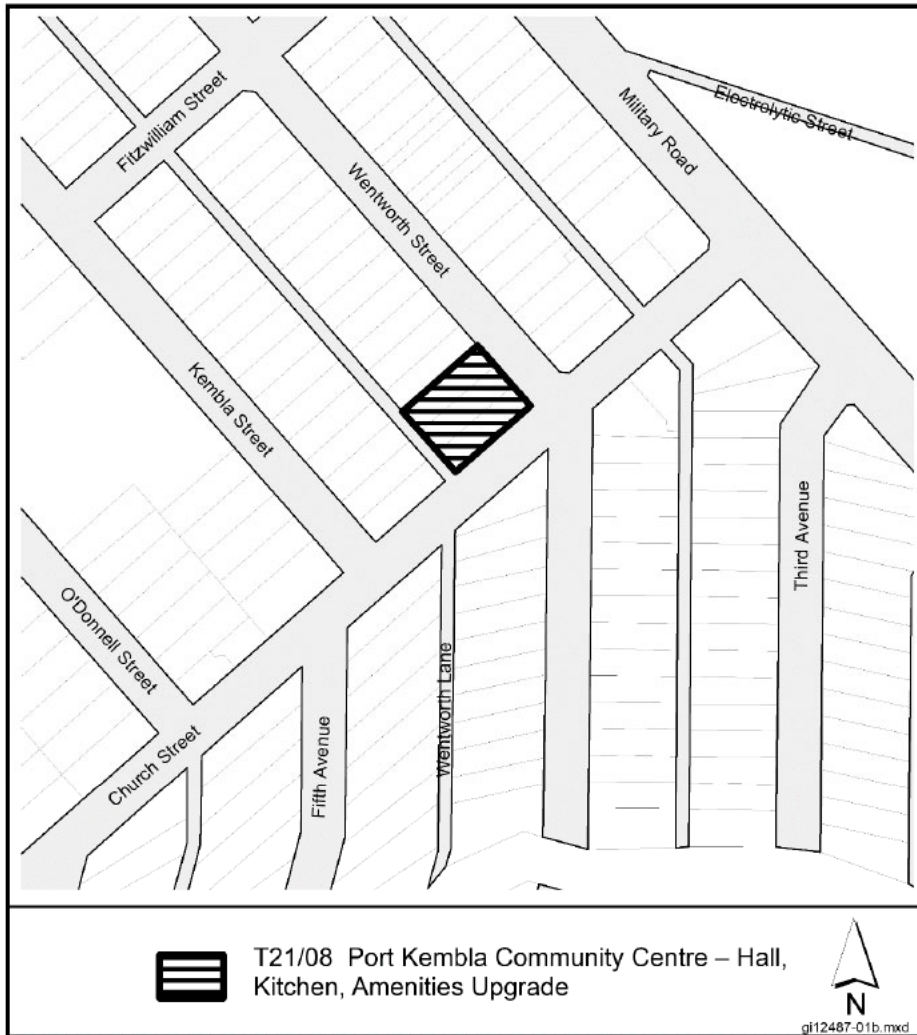
Capital Program 2020/21

CONCLUSION

Trinity Quality Interiors Pty Ltd has submitted an acceptable tender for these works and Council should endorse the recommendations of this report.



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T21/08 Port Kembla Community Centre – Hall,
Kitchen, Amenities Upgrade



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