



SUPPLEMENTARY BUSINESS PAPER

GENERAL MEETING

**Wednesday 10 December 2014
at 6:30PM**



TABLE OF CONTENTS

SUPPLEMENTARY ITEMS

Item 27 IR35/14 Request for Tender No. RFT15/2014 - Supply, Installation and Maintenance of CCTV Systems - Deferred from 8 October 2014 General Meeting	1
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27 REQUEST FOR TENDER NO. RFT15/2014 - SUPPLY, INSTALLATION AND MAINTENANCE OF CCTV SYSTEMS - DEFERRED FROM 8 OCTOBER 2014 GENERAL MEETING

EXECUTIVE SUMMARY

- In late 2013, it was determined that there was a need to install new or upgrade existing CCTV systems at a number of Council premises to improve asset protection and reduce the potential for crime. Due to the complex nature of CCTV systems, it was agreed that Council should go to the market for a standardised CCTV system that could be implemented in a variety of Council premises over a long period of time.
- A Request for Quotation was sent out in December 2013 to nine companies that responded to an Expression of Interest. Responses were received from three companies. All of these responses were in excess of the tender threshold as determined by Part 7 of the Local Government (General) Regulation 2005. As such, Council was required to advertise a public tender. In April 2014 public open tenders were called for the supply, installation and maintenance of CCTV systems.
- The buildings included in the Request for Tender were: Administration Centre (new system); Brickpit Stadium (upgrade existing system); Galston Aquatic Centre (upgrade existing system); Hornsby Library (new system) and Roselea Community Centre (new system). The proposed contract is for a period of 3 years, with two 1 year options to extend. It is envisaged that the installation at each site will be staggered over the contract period.
- A total of 12 tender submissions were received. Following its evaluation, the evaluation team has recommended that the tender submitted by Ryalex Holdings for the Geutebruck CCTV System be accepted.

RECOMMENDATION

THAT:

1. Council accept the tender from Ryalex Holdings for the Geutebruck CCTV System for Request for Tender No. RFT15/2014 – Supply, Installation and Maintenance of CCTV Systems for the price stated in the Confidential Attachment to Deputy General Manager's Report No. IR34/14.
2. The price be made public on formal acceptance of the tender.
3. Council's obligation to monitor and manage the CCTV System in accordance with legislation and various guidelines be noted.

PURPOSE

The purpose of this Report is to provide information to Council in respect of Request for Tender No. RFT15/2014 – Supply, Installation and Maintenance of CCTV Systems, and to recommend a preferred tenderer.

BACKGROUND

In response to the need to improve asset protection at key Council facilities, and to reduce the potential for crime, it was determined that Council required a standardised CCTV system which could be installed or replaced at Council sites considered at risk. The initial premises identified were; Administration Centre (new system); Brickpit Stadium (upgrade existing system); Galston Aquatic Centre (upgrade existing system); Hornsby Library (new system) and Roselea Community Centre (new system).

Deputy General Manager's Report No. IR15/14 – RFT15/2014 – Supply, Installation and Maintenance of CCTV Systems was subsequently prepared for Council's consideration at the 8 October 2014 General Meeting. Council considered the Report at that Meeting and decided to defer consideration of the matter to allow an informal briefing of Councillors to be held. As that briefing was held on 3 December 2014, the matter is resubmitted for Council's formal consideration.

DISCUSSION

Public open tenders were invited in April 2014 based on technical specifications written for this purpose by specialist consultant, National Security Consulting with a closing date for submissions of 21 May 2014. 12 submissions were received.

To improve the probity over this process, a second independent consultant, Matryx Consulting Pty Ltd was appointed to review the technical specifications and undertake the tender evaluation.

Tender Evaluation

The evaluation of the tenders was based on the following criteria:

- Price
- Past Performance and Experience
- Specifications and Suitability of CCTV System
- Reference Checks

These criteria were assessed on information provided with each submission or additional information provided by the organisation.

The attached Confidential Memo provides a summary of the evaluation. Full details of the tender evaluation are also attached.

From the results of the evaluation it is recommended that Council accept the tender submitted by Ryalex Holdings for the Geutebruck CCTV System.

BUDGET

The budget for these works is held in the Risk and Audit budget and is funded from insurance incentive rebates. It is envisaged that these works will be carried out over the life of the contract, which is 3 years plus two 1 year options.

POLICY

There are no policy implications associated with this Report, however, the new CCTV specification will now become the benchmark for installation or upgrading of future systems.

CONCLUSION

Following its evaluation, the Evaluation Team has recommended that the tender submitted by Ryalex Holdings for the Geutebruck CCTV System be accepted for the Supply, Installation and Maintenance of CCTV Systems. It is proposed that the contract be for a period of three years, with two further options of one year each available.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Manager – Asset Management and Maintenance, Peter Powell, who can be contacted on 9847 4803.

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Attachments:

1. Confidential Memo - RFT15 2014 - Supply, Installation and Maintenance of CCTV Systems - *This attachment should be dealt with in confidential session, under Section 10A (2) (d) of the Local Government Act, 1993. This report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.*
2. Hornsby CCTV Tender Evaluation Rev 1 - *This attachment should be dealt with in confidential session, under Section 10A (2) (d) of the Local Government Act, 1993. This report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.*
3. Hornsby Council CCTV Preliminary Report - Matryx Consulting Pty Ltd - *This attachment should be dealt with in confidential session, under Section 10A (2) (d) of the Local Government Act, 1993. This report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.*

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