

7.2.1 TENDER FOR MONASH CAROLS BY CANDLELIGHT EVENT

Responsible Manager:	Margherita Barbante, Manager Arts and Libraries
Responsible Director:	Russell Hopkins, Director Community Services

RECOMMENDATION

That Council:

- 1. Awards the tender from Fruitbowl Productions Pty Ltd for Carols by Candlelight 2024 - 2026, Contract No. 2024181 for a fixed Lump Sum of \$461,197 for the initial term plus an annual contingency sum of \$10,703 and an estimated total contract value of \$1,415,700 inclusive of all available extension options and contingency sums**
- 2. Authorises the Chief Executive Officer to execute the contract agreement**
- 3. Notes that the contract will commence in July 2024 with the expected first year event delivery date of 7 December 2024 and that the contract has two extension options of one year each to run the 2025 and 2026 Carols by Candlelight events and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance and**
- 4. Notes that the total budget including the contract fixed Lump Sum and Contingencies is \$471,900 for 2024/25 and that future budgets will be adjusted to include CPI to cater for the 2025/26 and 2026/27 events under this same contract if future the extension options are executed.**

(*Please note that all dollar figures are GST Inclusive unless stated otherwise)

INTRODUCTION

Council has conducted a tender for Carols by Candlelight Event for 2024 for an initial term of one year with two extension options of one year each.

As part of its planning process for this tender, Council Officers considered its procurement options, including whether to go to market itself, participate in regional or sector collaboration or to access established contracts via other compliant Procurement agreements.

BACKGROUND

Council is seeking to appoint a Contractor to lead and produce the Monash Carols by Candlelight Event be held on 7 December 2024 at Jells Park.

Established as one of the largest Carols events in Melbourne, Monash's Carols by Candlelight offers an opportunity for community, families, and friends to come together in a relaxed family, friendly and festive atmosphere.

2023 was the first time the event had been delivered since the 2019 event.

This tender requires the Contractor to lead all aspects of the operational planning and production delivery including:

- Event administration and planning
- Sponsorship
- Programming
- Production
- Logistics and operations
- Stallholders
- Traffic and pedestrian management
- Waste management
- Risk mitigation
- Marketing and communications

All aspects will be led in consultation with Council Officers.

THE PROPOSED 2024 EVENT

The Monash Carols by Candlelight will occur on Saturday 7 December 2024 at Jells Park. A brief overview of the event timetable is as follows:

5.30pm – 7.30pm	Pre-show activities & entertainment
7.30pm	Main Concert begins
9.15pm	Fireworks
9.30pm	Event Close

Future dates will be set as required if the extension options are exercised by Council.

NOTIFICATION

A public notice was placed in The Age newspaper on 27 April 2024 and the tender closed on 24 May 2024.

TENDERS RECEIVED

Tender submissions were received from the following six suppliers by the appointed closing time.

The tenders received are listed below:

1. Event Logistic Group Pty Ltd
2. Fruitbowl Productions Pty Ltd
3. All Round Events
4. Blu Event Productions Pty Ltd
5. Perfect Events Productions Trust
6. Event Operations Group Pty Ltd

CONFORMANCE SUMMARY

All submissions were assessed for their compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules.

All tender submissions were deemed conforming.

TENDER EVALUATION

In accordance with the Procurement Policy, the evaluation panel and evaluation criteria weightings were nominated prior to opening the Tender.

All members of the evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

The shortlisted tenders were assessed in accordance with the following criteria as per the tender documentation.

Table 1: Pass/Fail Assessment Criteria	Score
Quality Systems	<i>Pass/Fail</i>
OHS third party certification	<i>Pass/Fail</i>
Mandatory Insurances	<i>Pass/Fail</i>
Able to meet event delivery date Saturday 7 December	<i>Pass/Fail</i>

Table 2	Key Selection Criteria	Criteria Weightings
Qualitative Criteria	Capacity and Capability	20%
	Project Timelines	10%
	Sustainability (Mandatory)	10%
Quantitative Criteria	Price (Mandatory)	60%

DISCUSSION

The final evaluation ranking (including the price and non-price evaluation criteria) had Fruitbowl Productions Pty Ltd ranked highest and, as such, the evaluation panel recommends Fruitbowl Productions Pty Ltd as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

The proposed contract cost for the 2024 Carols event of \$461,197 with an annual contingency of \$10,703 is within the existing 2024/25 operational budget of \$471,900 (\$429,000 GST exclusive).

Future budgets will be adjusted to include CPI to cater for the 2025/26 and 2026/27 events if the extension options are executed by Council.

It is also noted that there is an annual contingency sum of \$10,703 for the remaining years of the contract.

POLICY IMPLICATIONS

There are no policy implications to this report.

CONSULTATION

Community consultation was not required.

SOCIAL IMPLICATIONS

There are no social implications to this report.

SUSTAINABILITY OUTCOMES

1. **Environmental Sustainability:** Fruitbowl Productions Pty Ltd raises awareness about sustainability and climate change among stallholders, attendees, staff, and stakeholders through a variety of educational materials, workshops, and interactive exhibits. They encourage participation in eco-friendly initiatives, such as using carbon footprint calculators, engaging in tree planting programs, or volunteering with environmental organisations, fostering a community of sustainability. Fruitbowl also partner with EventZero to provide event sustainability reporting.
2. **Local Sustainability:** Fruitbowl Productions Pty Ltd is located within the City of Monash and activity seeks Monash-based suppliers, sub-contractors and artists.
3. **Social Sustainability:** As part of our dedication to social sustainability, Fruitbowl Productions commits to prioritising the employment and engagement of diverse local individuals, including indigenous communities, young people, and other residents.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights implications to this report.

GENDER IMPACT ASSESSMENT



A GIA was not completed because this agenda item is not a 'policy', 'program' or 'service'.

CONCLUSION

That Council approves the recommendations contained within this report.

ATTACHMENT LIST

Nil