

8 CONTRACT 18/33 - PROVISION OF CATERING SERVICES FOR CARDINIA CULTURAL CENTRE

FILE REFERENCE INT1886033

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RECOMMENDATION

That:

- Contract 18/33 be awarded to Khan's Management Group Pty Ltd (trading as Khan's Hospitality Services) with the common seal of the Council to be affixed to the contract documents; and
- The unsuccessful EOI submitters are advised they have not been selected.

Attachments

- 1 Confidential memorandum, circulated to Councillors only 4 Pages

EXECUTIVE SUMMARY

This report provides consideration for the appointment of a contractor to undertake the catering services for Cardinia Cultural Centre (Contract 18/33).

The proposed services covered under Contract 18/33 include:

- all aspects of food preparation and food and beverage service including provision of trained and professional staff to deliver that service;
- development and preparation of menus and menu pricing suitable for the clientele using the Cardinia Cultural Centre;
- provision of all utensils, plant and equipment, etc. necessary to deliver food and beverage service;
- operation and management of the Cardinia Cultural Centre café;
- operation of other food and beverage outlets at Cardinia Cultural Centre as required;
- setting of all rooms within the Cardinia Cultural Centre except the Theatre, as required for Functions.

Calls for Expressions of Interest (EOI) were advertised on Saturday 8 September 2018 and closed on Tuesday 16 October 2018. Three (3) companies provided submissions.

The evaluation process has been overseen and endorsed by the independent probity auditor appointed by Council (Anne Dalton and Associates).

As a result of this process, Khan's Management Group Pty Ltd is the recommended proponent.

BACKGROUND

Council requires café and catering services at Cardinia Cultural Centre for a wide range of patrons and organisations on an ongoing basis. The current caterer's contract expires on 13 February, 2018, hence this process occurring to ensure ongoing café and catering services at Cardinia Cultural Centre.

Expressions of Interest were advertised on Saturday 8 September 2018 and closed on Tuesday 16 October 2018. A total of three submissions were received.

Tenders were evaluated against the non-weighted criteria of: Food Safety; Liquor Licence; Compliance with Specification/Brief; Compliance with Commercial Requirements; Financial Viability; Risk and Insurance; Occupational Health and Safety; and Breaches.

Tenders were also evaluated against the weighted criteria of: Menu; Social Responsibility; Environmental Responsibility; Innovation; Adherence to Council Policies and Plans; Previous Café/Catering Experience and Past Performance; Proposed Fit-Out; Capability; Customer Service; Commercial Offer; Qualifications/Experience of Staff; Financial Projections for 5 years; Capital Expenditure and Timing; Customer Experience; Customer Complaints and Feedback; and Length of café close time for start-up/fit-out.

The tender evaluation process included: Written Applications; First Round Interviews & Referee Checks, and Second Round Interview.

Independent Probity Auditor Anne Dalton and Associates were involved in all aspects of this process and have provided a written report stating that all probity requirements have been met.

Following this process it was determined that Khan's Management Group Pty Ltd was the strongest submission and it is therefore recommended that they be awarded contract 18/33.

POLICY IMPLICATIONS

The services are consistent with the food related recommendations of Council's Liveability Plan and will align with Council's Community Food Strategy (draft), Sustainable Environment Policy and Waste and Resource Recovery Strategy. The services will also align with Council's Arts & Culture programs and its future Arts & Culture Strategy (2020-2025).

RELEVANCE TO COUNCIL PLAN

The services are consistent with the Our Community and Our Governance sections of the Council Plan.

CONSULTATION/COMMUNICATION

External consultation with catering and arts industries has been undertaken, along with internal consultation with key council officers and relevant stakeholders.

FINANCIAL AND RESOURCE IMPLICATIONS

The recommended proponent has agreed to comply with the financial terms and resource requirements of contract 18/33.

CONCLUSION

It is recommended that contract 18/33 be awarded to Khan's Management Group Pty Ltd.