

Catalina

Signage Services

Request for Quotation Document 02/2024



Quotations Close:

Time 3:00pm WST, Wednesday 31 January 2024.

Quotations to be lodged online at:

<https://tenders.net/dtp/catalina-regional-council/>



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Background

The Catalina Regional Council (CRC) is developing Catalina Estate in the suburbs of Clarkson and Mindarie within Perth's north coast corridor. The CRC is comprised of the Town of Cambridge, City of Joondalup, City of Perth, City of Stirling, Town of Victoria Park, City of Vincent and City of Wanneroo. These member Councils have a joint holding in the project. Satterley Property Group (Satterley) acts as project manager and exclusive selling agent on behalf of the CRC.

The vision of CRC and in turn Catalina can be summarised as:

To create a sustainable urban community offering diverse housing choice, social connectivity and employment opportunities.

Catalina is positioned in the Perth northern corridor, leveraging on its unique urban infill position, located close to existing community facilities in retail/shopping, health, education and transport. At completion Catalina will comprise of around 2,400 lots, with approximately 1,100 homes completed to date. It is anticipated that the site will be developed at a rate of 100 lots per annum.


A copy of the Estate Plan is included in Annexure D and depicts the key features of the development including residential densities, public open space and a future school site. Further details of the project and its features can be found on the website <https://satterley.com.au/catalina/about>.


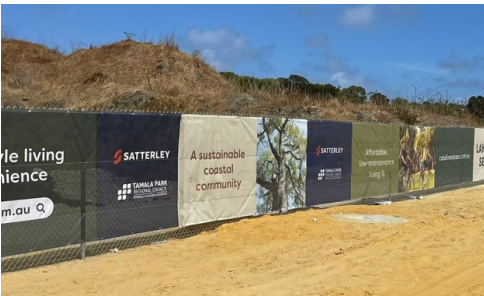

Scope of Services



The CRC requires a suitably experienced and capable signage supplier to install and maintain various signs in and around Catalina Estate. The initial term of appointment will be for a period of two years with the potential for a one-year extension at the absolute discretion of the CRC.

The supplier will need to demonstrate a track record in providing marketing and directional signage for large land development estates and their capacity to fulfill Catalina's signage requirements over the contract term.

The type and specification of required signage and the tasks associated with each are set out in the following table. A price for the cost of providing each of the required sign types is to be detailed in the Price Schedule contained in Appendix C. In detailing prices, suppliers should assume that signage artwork will be provided by the CRC and their selling agent and allow for the provision of all other components of the required signs, including regulatory approvals, materials, printing, fabrication, installation, labour, and transport costs.

Type of Signage	Signage Example	Specifications
<p>Billboards</p>		<p>Cost to supply and install new 6m x 3m billboards:</p> <ul style="list-style-type: none"> • Finished height from the ground 5 metres • 3 x 100mm x 100mm x 4mm shs steel legs • 30mm x 30mm x 2mm shs steel frame

		<ul style="list-style-type: none"> • 4 x 1500mm x 3000mm x 3mm ACM panels for the cladding backing panels • 1 x printed 610 gsm kedar edge banner • 2 pack painted sail tracking. <p>Cost to reposition existing 6m x 3m billboards.</p>
<p>Billboard Reskins</p>		<p>Cost to supply and install vinyl decals on existing billboards for:</p> <ul style="list-style-type: none"> - 6m x 3m billboard. - 8m x 2m billboard.
<p>Bannermesh</p>		<p>Cost to supply and install branded bannermesh (assume fencing is supplied by CRC):</p> <ul style="list-style-type: none"> • 80% density as standard for banner mesh with a minimum of 10 print passes • 300 mm eyelet spacing • Heavy duty cable ties • 3 eyelets for the edges of all panels <p>Cost to remove existing bannermesh.</p>
<p>Directional signage</p>		<p>Small panels (920mm W x 2100mm H). Cost to:</p> <ul style="list-style-type: none"> - Supply and install new panels. - Reposition existing panels. - Reskin existing panels. <p>Large panels (1200mm W x 2800mm H):</p> <ul style="list-style-type: none"> - Supply and install new panels. - Reposition existing panels. - Reskin existing panels.

<p>Coreflute pole wraparound directionals</p>		<p>Cost to supply and install new corflute pole wraps:</p> <ul style="list-style-type: none"> • 5mm corflute bollard covers (digitally printed vinyl and laminated) • Three-sided corflute bollard cover, scored on folds and assembled with velcro closer, eyelets and cable tied. • Fully removable cast vinyl cut lettering • Finished size 1800mmH x 395mmW with matt or gloss laminate
<p>Stage Lot Plates</p>		<p>Cost to supply and install lot plates:</p> <ul style="list-style-type: none"> • 50mm x 50mm hard wood post • 600mm x 400mm x 3mm aluminum composite panel • Digitally printed vinyl face and laminated • Installation – drill post hole and back fill holes. <p>Typically, minimum order quantity of 30 per stage.</p>
<p>Weekly Site Inspection and Minor Maintenance</p>		<p>Regular inspection of all signage within Catalina Estate checking for damage or graffiti and undertaking minor maintenance such as refastening loose bannermesh.</p>
<p>Storage of Signage</p>		<p>Storage of existing signs that can later be repurposed within Catalina Estate.</p>

Supporting Information

The following information is appended to this document to assist the preparation of a quotation:

- Quotation Form (Annexure A).
- General Conditions (Annexure B).
- Pricing Schedule (Annexure C).
- Estate Plan (Annexure D).

Submission Requirements

Quotation Form

Suppliers shall provide a completed Request for Quotation Form provided under Annexure A, including responses to the Compliance Criteria. A failure to respond to the Compliance Criteria or certain responses to them may result in the exclusion of a quotation from further consideration.

Written Submission

Suppliers shall provide a written submission that individually addresses the Selection Criteria set out below.

The assessment of quotations and selection of the successful supplier will be based on an assessment of their ability to address the requirements of the Selection Criteria.

Quotations must be submitted no later than the time and date on the cover page of the Quotation Document online at: <https://tenders.net/dtp/catalina-regional-council/>

Selection Criteria

Submissions must address each of the following selection criteria individually. The following selection criteria will apply:

1. Relevant Experience 20%

Suppliers are required to demonstrate a proven track record in providing signage to land development projects by providing:

- A comprehensive statement detailing prior involvement providing signage for a minimum of three large land development projects including:
 - a) Project Name.
 - b) Scope of Works.
 - c) When Services were provided.
- Evidence of completed projects, including:
 - a) Photographs of Signs.
 - b) Testimonials or Client References.

2. Capability 20%

Suppliers must demonstrate their capability to deliver the required scope of services by providing details of:

- The installation team and their capacity to handle the required signage types and all necessary approvals, including Local Government approvals.
- The ability to offer customised signage solutions tailored to the Project's unique needs.
- The management approach to handling of quality control, logistics, timeframes and potential challenges and risks, including any systems to coordinate site visit inspections and reporting and scheduling of works.
- Opportunities for the use of sustainable or innovative products or practices.

3. Prices

60%

Prices for each signage type are to be detailed in the Pricing Schedule contained in Annexure C.

Suppliers are to detail a 'rise and fall' provision to address potential cost fluctuations during the contract term. The purpose of this provision is to provide an equitable and transparent mechanism to deal with changes to rising market costs or unforeseen circumstances. A specific methodology for adjusting the contract price should significant changes occur during the contract period should be included, based on sound economic principles, fair and reasonable adjustments and should be mutually beneficial to both parties. Any adjustments to the contract price must be mutually agreed upon by both the supplier and the CRC.

Assessment Process

At the close of the quotation period, all quotations received from Tenders.Net, will be recorded, and evaluated by the CRC office.

Quotations will be assessed against the requirements of the weighted Selection Criteria detailed above, given a total score, and ranked accordingly.

Management and Reporting Structure

The successful Company will be appointed directly by the CRC but will report to Satterley Property Group as project managers on behalf of the CRC.

The CRC operates under the *Local Government Act 1995*. Further information on the CRC, its structure and policies can be found on the CRC website www.catalina.wa.gov.au.

Terms of Engagement

The successful supplier will be required to enter into a formal contract of engagement with the CRC upon appointment. The initial term of appointment will be for a period of two years with the potential for a one-year extension at the absolute discretion of the CRC.

The supplier's performance will be formally reviewed every twelve months to ensure that the Scope of Services is being met and the supplier is meeting acceptable performance standards.

The CRC reserves the right, at its absolute discretion, to terminate the contract at any time should the supplier not be able to meet acceptable performance standards.

General Conditions of Quoting

This Request for Quotation process is subject to the General Conditions of Quoting detailed in Annexure B.

Enquiries

Additional information and the requirements of the Quotation can be obtained by contacting:

Mr Simon O'Sullivan

Manager Project Coordination

Catalina Regional Council

via email only: simon.osullivan@catalina.wa.gov.au

Annexure A – Quotation Form

Signage Services

Suppliers must ensure that they fully and completely disclose all relevant information in completing this form. Terms used in this form have the same meaning as given in the Request for Quotation Document, unless the context otherwise requires:

1. IDENTITY OF THE PROPONENT ENTITY

Name of Organisation(s) ACN /ABN

Business Address

Postal Address

2. CONTACT DETAILS

Name of Contact Person

Position

Telephone

Email

3. COMPANY DIRECTORS

Please list the names of all Company Directors:

4. COMPLIANCE CRITERIA

Please complete the following questions by ticking either yes or no. If relevant, please supply the requested information in the space provided or by appending it.

Compliance Criteria	Met
The Company is to confirm it currently has the required insurances (professional indemnity (minimum \$5M) and public and products liability (minimum \$20M)) or, if successful, is willing to obtain the required insurances, prior to executing a contract with the CRC. If no, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Company is to confirm there are no instances of any material event, litigation, insolvency, breaches of law, offence or other matters involving the Tenderer or its Directors over the past 5 years. If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Company agrees to be bound by the terms and conditions set out in Annexure B – General Conditions. If no, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Company agrees to the General Conditions of Contract. If no, please provide a listing of departures by clause, the reason for the departure, and proposed alternate wording for the clause in question:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Company is to confirm whether it is acting as an agent or trustee for another person or persons. If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Company is to confirm whether it is acting jointly or in association with another person or persons. If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Company is to confirm whether it or any of the specified personnel have any actual, potential, or perceived conflict of interest in relation to the performance of the contract. If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. AGREEMENT TO TERMS AND CONDITIONS

By completing and signing this Request for Quotation Form, the supplier confirms that they:

- a) have read and understood Signage Services Request for Quotation including noting and accounting for any Addenda;
- b) agree to be bound by the terms and conditions set out in the Request for Quotation Document; and
- c) acknowledge the Selection Criteria and Annexures A – D, contained within the Request for Quotation Document.

Complete and submit this form with the Request for Quotation.

Signed by Director of entity Quoting:

Name: Date:

Annexure B - General Conditions of Quoting

1. Definitions and Interpretations

The interpretations contained in these General Conditions are applicable to the Request for Quotation Document.

In addition, the following definitions of terms used in this document will apply unless the context otherwise dictates so.

“CRC”	means the Catalina Regional Council.
“Sub-Contractor”	means a sub-contractor contracted to the Supplier to provide goods or services to contribute to the Project.
“Request for Quotation”	means a valid written offer submitted by a Supplier following the invitation of the CRC.
“Supplier”	means any party submitting a Quotation.
“Request for Quotation Document”	includes those documents referred to in Clause 2.

2. Request for Quotation Document

This Request for Quotation Document shall comprise:

- (a) Request for Quotation Document:
- (b) Annexures A-D:
- (c) These General Conditions of Quoting.

The above listed items shall not be altered in any way including the Council’s format or wording. Submissions with alterations may not be considered for evaluation.

3. Documents to be submitted with Quotation

In accordance with these General Conditions of Quoting the following document shall be completed, signed, and submitted with the Quotation:

Request for Quotation Form (Annexure A).

4. Clarification of the Quotation Document

Quotation enquiries should be referred to the following staff:

Mr Simon O’Sullivan, Project Manager, Catalina Regional Council
via email only: simon.osullivan@catalina.wa.gov.au

5. Quotation Assessment

Quotations will be assessed on their compliance with the Request for Quotation Document and submission addressing the assessment criteria including price submitted.

6. Site Inspection

Suppliers are encouraged to visit the site to be familiar with the Catalina Estate location and context. Suppliers will not have access to areas of the site under construction.

7. Lodgement of Quotation

Quotations must be submitted no later than the time and date on the cover page of the Request for Quotation Document online at:

<https://tenders.net/dtp/catalina-regional-council/>

A Quotation may be rejected without consideration of its merits in the event that:

- (a) The Supplier does not submit a Quotation form which has been completed and signed together with all required supporting documentation; or
- (b) The Supplier fails to comply with any other requirement of the Request for Quotation Document.

8. Acceptance of Quotations

The CRC has the right to accept or reject any Quotation and to not accept any Quotations at all.

Companies will be judged by the CRC as best suited to the interests of the CRC.

9. Disclosure of Contract Information

- (a) Documents and other information relevant to the outcome of this Request for Quotation process may be disclosed when required by law under the *Freedom of Information Act (WA) 1992* or under a court order;
- (b) The CRC shall not provide content or comment for use by suppliers to promote their work, products, or services by using association with the Council's projects or image:

10. Expiry or Withdrawal of Quotations

A Quotation shall constitute an offer and shall remain open for acceptance for ninety (90) days from the date of closing of Quotations. The CRC and Suppliers making a submission may agree to extend this period by agreement in writing.

Quotations shall not be withdrawn after the date and time for the closing of Quotations without the consent of the CRC.

11. Companies to Inform Themselves

By submitting a Quotation, a Supplier shall be deemed to have:

- (a) Examined carefully and to have acquired actual knowledge of the contents of this Request for Quotation Document;
- (b) Examined all information relevant to the risks, contingencies, and other circumstances which have an effect on its proposal, and which is obtainable by the making of reasonable enquiries;

- (c) Satisfied itself as to the correctness and sufficiency of its proposal and the arrangements stipulated by it;
- (d) Made itself aware of the site location, conditions, traffic, and other conditions;
- (e) Made itself aware of any statutory or legal requirements necessary to implement the proposal; and
- (f) Satisfied itself that it, its suppliers, and its contractors are fully aware of any applicable provisions of the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996* and be able to comply with these.

12. Canvassing of Councilors and Council Staff

If a Supplier, whether personally or by any agent, canvasses any of the CRC's Councilors or staff with a view to influencing the acceptance of any Quotation made by it or any other Supplier, then regardless of such canvassing having any influence on the acceptance of such Quotation, the CRC may at its discretion omit the Quotation from consideration.

13. Quotation Opening

All Quotations will be opened in the CRC's offices, following the advertised closing time. No discussions, including disclosure of submitted Quotation pricing, will be entered into between Suppliers and the CRC's officers present or otherwise concerning the Quotations submitted.

14. Clarification of Quotations

A Supplier may be requested to clarify a Quotation in any respect before final consideration provided that no variation to the Quotation sum is offered.

15. Copyright

Copyright in all documents provided by the CRC for the purposes of Quoting remains with the CRC except those documents comprising Australian Standards. No Company shall use all or any part of any such copyright property except for the purpose of this Request for Quotation. Property of the logos of the CRC lies with the CRC.

Annexure C – Pricing Schedule

Type of Sign / Service	Description	Cost per item ex GST	Quantity	Total Cost ex GST
Billboard - New	Supply and install (6m x 3m)	\$	1	\$
Billboard - Reposition	Reposition (6m x 3m)	\$	1	\$
Billboard - Reskin (6m x 3m)	Supply and install, vinyl decal	\$	1	\$
Billboard - Reskin (8m x 2m)	Supply and install, vinyl decal	\$	1	\$
Bannermesh - Supply & Install	Production and supply, 80% density, min 100/linear metre	\$	1	\$
Bannermesh - Remove	Removal per 100/linear metre	\$	1	\$
Directional Signage - Small Panels	Produce and install new panels	\$	1	\$
Directional Signage - Small Panels	Reposition existing panels	\$	1	\$
Directional Signage - Small Panels	Reskin existing panels	\$	1	\$
Directional Signage - Large Panels	Produce and install new panels	\$	1	\$
Directional Signage - Large Panels	Reposition existing panels	\$	1	\$
Directional Signage - Large Panels	Reskin existing panels	\$	1	\$
Corflute wraparound directionals	Supply and install, 396mm x 1800mm	\$	10	\$
Stage Lot Plates	Supply and install 400mm x 600mm lot plates attached to timber stake, plus SOLD stickers	\$	30	\$
Fortnightly Site Checks and Minor Maintenance - per check		\$	1	\$
Storage of Signage - per year		\$	1	\$
			Total Price	

Annexure D - Estate Plan

