



**TENDER FOR THE SUPPLY OF
GRANITE PLAQUES, BASES AND OTHER
ASSOCIATED PRODUCTS**

Tender No. 1/2025

RELEASE DATE: 24 January 2025

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About Centennial Park

Centennial Park is a regional subsidiary established by the City of Mitcham and the Corporation of the City of Unley (constituent councils) under the Local Government Act (SA) 1999. Its functions and powers are set out in the Regional Subsidiary Charter 2021. Many of its compliance requirements mirror those of local government.

Our team operates in a highly sensitive environment, helping families every day as they cope with grief and loss. It's an environment of heightened emotion, where mental wellbeing is a priority.

We work with a wide range of stakeholders including families, funeral directors, monumental masons, and our owner councils. Managing these complex stakeholder priorities requires a delicate balance of commerciality and compassion.

Our organisation is governed by an independent skills-based Board of five and is managed by an experienced CEO and Executive Team, supported by a team of around 60.

Our Guiding Principles

We are a place for the living; a vibrant community hub. A place where life is cherished, commemorated, contemplated, and celebrated.

We provide a welcoming sanctuary; promoting peace, healing, renewal, and hope. We facilitate connection - to each other and to those no longer with us.

We champion the importance of memorialisation; a physical place, an emotional anchor point.

We foster a culture of kindness and respect; of physical and mental wellbeing.

Our Strategic Pillars

Information, Transparency and Choice

We will engage with, and gather insights from, our community. We will keep ourselves informed about global trends.

We will provide clear information to our community so that people are aware of their options and are in control of their choices in relation to end-of-life.

Our Natural Environment

We value our natural environment and the positive impact it has on physical and mental wellbeing.

We will maintain and continually improve our natural environment through the enhancement of our green space.

We will minimise our impact on the broader environment through the development and implementation of an environmental sustainability plan that targets emission reduction and the responsible management of energy, water, and waste.

Connections and Collaboration

We will connect and collaborate with others, whose values align with our own to help us to maximise the value we provide to our community.

A People-First Culture

People are at the heart of who we are and what we do. We value individuality and personal choice.

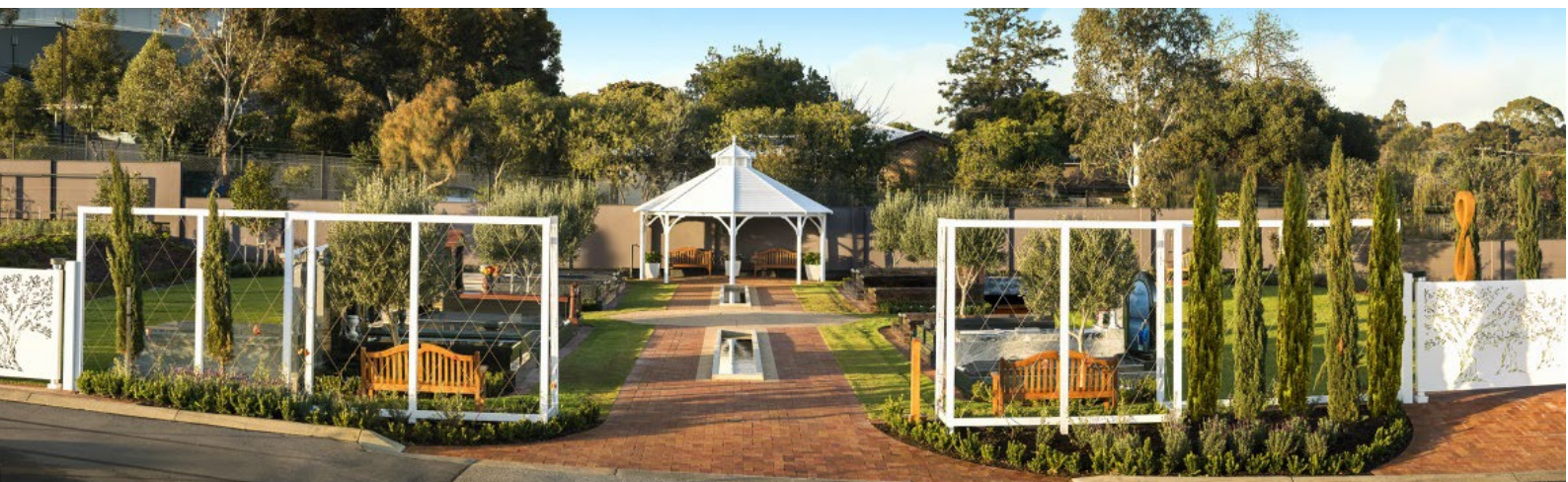
We demonstrate compassion and respect in helping families when they are grieving and in acknowledging the impact this can have on our team. The physical and mental health of our visitors and our team is our highest priority.

Further information about Centennial Park is available on our website: <http://www.centennialpark.org/about-us/corporate-information/>

The Opportunity

Centennial Park is looking to develop a partnership with a contractor that will work collaboratively with us and our other contractors to enhance the standards, amenity, and reputation of the business.

We are seeking submissions from service providers of the highest calibre to design, manufacture and supply high quality memorial and associated granite plaques, bases and other associated products in a range of sizes and styles to the satisfaction of Centennial Park and our families.



Scope of Work

This tender for supply of granite plaques, bases and other associated products should be read and responded to in conjunction with the Tender Requirements at *Appendix A* and *Appendix B*.

The tender will initially run for 3 years and may be extended by mutual agreement year by year for a maximum period of 2 years thereafter.

Full scope and requirements are included in the Schedule/Appendix.

Tender Requirements

Centennial Park welcomes tenders for the supply high quality memorial and associated granite plaques, bases and other associated products in a range of sizes and styles by **14 February 2025**.

Submitted tenders will be evaluated against a range of criteria as detailed below.

Format of Response

The format of the response is to be structured into four parts as follows:

1. Response Part 1- Cover letter/introduction including a Statement of Purpose.
2. Response Part 2 - Respondent organisation's information.
3. Response Part 3 - Evaluation criteria.
4. References and other relevant and appropriate information to support the tender.

Please note Centennial Park may seek further clarification, information or additional documentation to the tenderer/respondent responses at their discretion.

Response Part 1 - Cover Letter & Statement of Purpose

The respondent is required to detail, in a cover letter, a brief but comprehensive overview of their operation's background and history, values and mission and demonstrate why they are submitting a tender for this project.

The respondent should prepare the cover letter and statement of purpose and identify them as Response Part 1.

Response Part 2 - Respondent Organisation's Information

The respondent is required to detail the following information as part of the response requirements:

- Corporate structure and full name of the entity. If there are multiple entities involved, the response must highlight the responsible entity which will enter into the agreement with Centennial Park.
- Beneficial ownership interests in the responsible entity and any related entities.
- The ABN of the responsible entity.
- Operational background including years in business, organisation chart, management bios, locations and corporate mission, values and vision.
- Details of the nominated representative who will be the main contact throughout the tender process including name, email address and contact numbers.
- Provide a copy of current Public Liability & Products Insurance in the amount of not less than \$20 million.
- Provide details of environmental sustainability practices.
- A comprehensive understanding of and adherence to Appendix A.

A checklist has been provided at Schedule 1.

Response Part 3 - Evaluation Criteria

Tenders will be evaluated against the following criteria:

Standard	Criteria
1. How the respondent will uphold the standards, amenity, and reputation of Centennial Park.	A summary demonstrating an understanding of the culture and vision of Centennial Park including the capacity of the respondent to uphold these same values.
2. Experience & Qualification	Details of the respondent's experience in providing the requirements of the tender. Evidence must be provided of previous experience in the delivery of similar projects, and the scale in South Australia or nationally. Understanding of the objectives.
3. Methodology	<p>How the respondent proposes to successfully carry out the described works, including:</p> <ul style="list-style-type: none"> • Operational strategy – how the operator will work with Centennial Park to achieve the shared objectives. • Proposed hours of operation. • Commitment to environmentally sustainable practices • Commitment to adherence to Appendix A and Appendix B.
4. Commercial Risk	<p>Information provided regarding:</p> <ul style="list-style-type: none"> • Quality assurance systems • Commitment to WHS management and state and national Work Health & Safety Legislation • Registration and licences • Insurances • Financial viability (upon request).

The respondent is required to prepare and submit answers to each evaluation criteria in a clear and precise manner referencing each individual standard as Response Part 3 (1-4).

Tender Process

Contact Details and Communication

Respondents to this tender can refer questions regarding their submission to the nominated contact person:

Name **Kathryn Eaton**

Title **Executive Manager – Customer Experience**

Email **kathryne@centpark.org.au**

Phone **8276 6011**

Timeline

The closing time for submissions to this tender is **Friday 14 February 2025**.

All submissions will be evaluated by Centennial Park against the evaluation criteria outlined in this tender.

Following is an indicative outline of the evaluation timeline for the appointment of an operator:

Stage	Indicative Completion Date
Stage 1 – Tender issued	Friday 27 January 2025
Closing date for submissions to the tender	Friday 14 February 2025
Initial evaluation of tender responses	Wednesday 19 February 2025
Negotiations with preferred respondent	Tuesday 25 February 2025
Formal agreement executed	Friday 28 February 2025
Works commencement	Monday 3 March 2025

Please note respondents may be required to present to Centennial Park's evaluation team and advisers on their tender responses, at Centennial Park's discretion.

Submissions

Submissions in response to this tender close at 5pm Friday 14 February 2025.

Tenders can be posted to, emailed to tenders@centpark.org.au or delivered in person (to the tender box provided at Jubilee Complex Reception) at Centennial Park Cemetery addressed as follows:

Tender - Supply of Granite Plaques, Bases and other associated products 01/2025

Kathryn Eaton

Executive Manager, Customer Experience

Centennial Park Cemetery

760 Goodwood Road

PASADENA SA 4042

Centennial Park Jubilee Complex Reception is open between 9.00am – 5.00pm Monday to Friday.

Please note the following in relation to lodgement of submissions:

- Tenders are not to be faxed in whole or in part.
- Respondents acknowledge that lodgement of their tender on time, and in accordance with the lodgement requirements, is entirely their responsibility. Centennial Park Cemetery Authority accepts no responsibility for submissions received after the closing date and time.
- If lodged by hand or mail, submissions should be lodged in a clearly marked and sealed envelope.

Conditions

Centennial Park Cemetery Authority reserves the right to:

- Not select any or all of the respondents.
- Select a provider other than a respondent.
- Consider non-complying respondents.
- Reject non-complying respondents.
- Negotiate with a selected respondent(s) after submission of the response.
- Change the date and timelines of the tender, if required.
- Change/update its requirements under this tender.
- Conduct competitive parallel negotiations with two or more short-listed respondents.

Confidentiality

All information contained in this tender is provided by Centennial Park Cemetery Authority, and information issued by Centennial Park or its contact person as part of this process, is to be regarded as commercial-in-confidence.

Each respondent must ensure that no person receiving such confidential information may use, copy or disclose any of it to any person except for the purpose of preparing the tender submission.

Conflict of Interest

Respondents are required to identify any actual or potential conflict of interest in their response to the tender or notify the nominated contact person in writing immediately.

Schedule 1

Respondent's Information Checklist

- Organisation name
- Organisation ABN
- Corporate structure type
- If a company, provide ASIC Company Extract
- Organisation background
- Numbers of years in operation/business
- Organisation chart
- Biographies of key management personnel
- Location of organisation and business operations
- Corporate mission
- Values and vision
- Nominated representative contact
- Nominated representative contact details (email and phone)
- Overview of organisation's financial status (upon request).

Appendix A

Cemetery Operating Environment

The works are to be completed within the grounds of Centennial Park Cemetery Authority (Centennial Park), 760 Goodwood Road, Pasadena, SA.

Contractors and their representatives must be considerate of the cemetery context and sensitive around burial areas at all times.

Customer service at the highest level is paramount. Extra care must be taken when operating on site, especially during opening times to ensure the safety of all Centennial Park users. It is expected that the contractor will work in partnership with Centennial Park to conduct their business in a professional and respectful manner that is consistent with the values of Centennial Park: Compassion, Inclusion, Excellence and Innovation.

The cemetery will continue to operate throughout the works program and it is critical that all care is taken to ensure minimal disruption to Centennial Park visitors and staff. Visitors to the site will primarily be mourners and may be attending a burial or memorial service within the immediate area, or have a relative buried within the works area, so an increased level of consideration must be afforded to all visitors in and around the works area.

There may be a need to access the works area for a burial service during the works program. In this event special measures will need to be implemented to allow for the service to be conducted within the works area. A full site shut down of works for this period and provision for safe access to and from the area for mourners, funeral director and cemetery staff will be required.

The operating hours of Centennial Park are:

- Administration & Jubilee Complex Reception - Monday to Friday 9.00am – 5.00pm
- Car park and grounds open to the public - Monday to Sunday 7am – 7pm (9pm during Daylight Savings).

Noisy works are not allowed after hours and must be coordinated around burial services. Daily updates will be provided by Centennial Park regarding services to be conducted that day.

All works must stop when instructed by Centennial Park staff in the event of a burial service or other Park operations which requires a quiet environment.

The contractor will be responsible to establish and agree with Centennial Park regarding site management measures, WHS requirements and Safety in Design (SiD) considerations.

There are existing trees and landscaped gardens within and close to burial areas. These are to remain and should be protected during the works as required. Removal of any tree or existing structure is not permitted without prior consultation and approval from Centennial Park.

The wider cemetery site contains asbestos. While it is unlikely any will be encountered during these works it is the contractor's responsibility to read the Asbestos Register (register No. AS3823), contained in the specification and to comply with Centennial Park's requirements and the information contained in the specification regarding hazardous materials identification and removal.

Appendix B

Specifications and Pricing

Description of Centennial Park’s commonly used plaque and base sizes and additional services. Please provide pricing for each product identified below with any foreseeable changes over the 3-year period.

Granite Specification (mm)	Price
Large Base (360x300x50)	
Small Base (300x180x50)	
Small Plaque (100x100x10)	
Small Plaque (100x75x10)	
Standard Plaque (125x105x10)	
Standard Plaque (130x180x10)	
Standard Plaque (145x125x10)	
Standard Plaque (150x130x10)	
Standard Plaque (200x100x10)	
Large Plaque (230x230x10)	
Large Plaque (310x180x10)	
Large Plaque (350x130x10)	
Plinth (170x170x450)	
Tablet 1 (300x360x50) 25 radius on top	

Tablet 2 (180x300x50) 25 radius on top	
Tablet 3 (180x180x50) 20 radius on top	
Tablet 4 (240x240x50) 20 radius on top	
Pedestals (65x65x550) Round Column	
Granite Sloper 1 (180x55x40) All Sawn (no polish)	
Granite Sloper 2 (125x110x40) All Sawn (no polish)	
Granite Sloper 3 (90x55x40) All Sawn (no polish)	
Additional Product / Service	Price
Delivery	
Inscription on Large and Standard Plaques	
Inscription on Small Plaques	
Motif (Small)	
Removal and replacement of single headstone	
Removal and replacement of double headstone	
Removal and replacement of triple headstone	
Removal and replacement of quadruple headstone	
Removal and replacement of ledger	

All work must be carried out in accordance with *AS 4204 Headstones and cemetery monuments*.