



Centennial Park Cemetery Authority

Provision for the Supply and Installation of New Glass Operable Walls and Partitions to Jubilee Complex Foyer

Tender No. 04/2020

Tenders Release Tuesday 17th March 2020

Close 2.00pm

Tuesday 7 April 2020

Invitation to Tender

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The Opportunity

Centennial Park is South Australia's leading provider of cemetery, cremation, funeral and memorialisation services, and hosts approximately 500,000 visitors each year.

Centennial Park is seeking submissions from service providers of the highest calibre to provide the supply and installation of new acoustic glazed operable walls and partitions to assist in the dividing and creation of more ceremony spaces within the Jubilee Complex Foyer area. Commercially qualified builders to provide a fixed lump sum Tender Price to coordinate and install the works as per documentation. Due Date for the Tender submission is 2pm on Tuesday April 7th 2020 via email to Michael Rawlings c/- Detailstudio Architects – email address: Michael@detailstudio.com.au.

Please provide completed tender forms and breakdown of tender into trades along with a written program for the works to be undertaken. Centennial Park are looking to have minimal downtime to keep the facility operational so if you can provide some words on the procurement and programmed envisaged to assist with this process will be considered in the final tender decision for the successful tenderer.

Further details of the opportunity are specified in **Appendix A**

About Centennial Park

Business and Ownership

Centennial Park is South Australia's leading provider of burial, cremation, funeral and memorialisation services. For more than 80 years it has provided a place where people are welcomed and encouraged to honour life.

Over 150,000 people are memorialised in the Park and many of these memorials are visited regularly by family and friends. Centennial Park conducts around 3,500 cremations, 800 burials and 1,400 funeral services each year, an indication of the value our families place on the beautiful facilities that Centennial Park provides.

Centennial Park is owned by the Centennial Park Cemetery Authority (the Authority), a regional subsidiary of two councils, the Cities of Mitcham and Unley in South Australia. It is governed by a seven-member Board of Management comprising two appointed by each owner council and three independent members.

Led by a Chief Executive Officer and Senior Management Team, the Centennial Park team consists of around 55 dedicated and passionate staff. In addition, the Commonwealth Government has an onsite team of eight who manage the South Australian Garden of Remembrance for the memorials of those who fought in wars.

Vision, Mission and Values

Centennial Park's vision is to be the pre-eminent end-of-life resting place; a place that connects people through a rich tapestry of beautiful gardens, services, events and histories.

Our mission is to provide a stunningly beautiful community space in which to enduringly commemorate loved ones and to celebrate the wonder of life.

Our values are:

- Compassion
- Inclusion
- Excellence
- Innovation

Location of Centennial Park

Situated within 10 kilometres of Adelaide city, on Goodwood Road, Pasadena, Centennial Park provides easy access to all South Australians and visitors.



A statement entrance has been created with a four-metre high sculpture, *Connections*, providing a location reference point for visitors. *Connections* was commissioned by Centennial Park and created by acclaimed South Australian artist Karl Meyer, in association with Exhibition Studios. It was installed in December 2018 and conveys the very essence of Centennial Park; human connection, togetherness, warmth, care, empathy, and friendship.

On a footprint of 40 hectares (100 acres), the Park boasts:

- more than nine kilometres of majestic tree-lined avenues
- many pathways for walking and prams
- thousands of flowering and native plants
- more than 30 themed gardens, almost 8,000 rose bushes of 150 differing varieties
- gazebos, an island, a creek and 20 water features or fountains

It also is home to ducks, koalas, possums, tortoises and an abundance of native wildlife, including more than 30 bird species.

There are three sandstone buildings within the Park:

- The Administration Building where families visit to discuss memorial options and renewals, and which accommodates our corporate service teams;
- The Operations Building, the hub for operations, grounds, infrastructure, maintenance, the crematorium and bookings of services;
- The Jubilee Complex housing a number of Funeral/Service spaces including the Heysen seating 250, the Florey seating 90, the Mawson seating 30 people, and the Foyer able to seat up to 450.



Tender Requirements

Centennial Park welcomes **tenders for the supply and installation of new acoustic glazed operable walls and partitions requested 17th March 2020, closing and closing date of tender period April 7th 2020**

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

Objectives of the Tender

The objectives of this tender are to

- **Provide new Operable dividing glass wall and partitions to provide more flexibility for ceremonies and events within the Jubilee Complex.**
- **Construct the scope of works with minimal disruption and disturbance to the existing Heritage Listed Interiors of the building.**
- **Builders to allow for hoarding of space to be constructed for public safety and be finished to look aesthetically pleasing to the space / clean to suit the surrounding environment.**
- **Develop a partnership with a contractor that will work collaboratively with Centennial Park and its other contractors to enhance the standards, amenity and reputation of Centennial Park.**

Format of Response

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

1. Cover Letter/introduction including a Statement of Purpose (Response Part 1)
2. Respondent Organisation's Information (Response Part 2)
3. Evaluation Criteria (Response Part 3)
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.

Cover Letter & Statement of Purpose (Response Part 1)

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.

Respondent Organisation's Information (Response Part 2)

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.

Evaluation Criteria (Response Part 3)

Tender responses 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 the previous experience in the delivery of similar projects and the scale in South Australia or nationally.
3. Methodology	How the respondent proposes to successfully carry out the described works, including: <ul style="list-style-type: none"> • Operational Strategy – how the contractor will work with Centennial Park to achieve the shared objectives. • Contractor will liaise with Centennial Park regarding installation works to minimise any interruptions to operations • Commitment to environmentally sustainable practices • Commitment to adherence to Appendix A
4. Commercial Risk	Information provided regarding: <ul style="list-style-type: none"> • Financial Viability • Quality Assurance Systems • Commitment to WHS Management and State and National Work Health & Safety Legislation. • Registration and Licences • Insurances

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 (1-3).

The Process

Contact Details and Communication

Respondents to this tender are requested to send any queries via the Architect and limit contact, with Centennial Park regarding their submission, or any questions to the Nominated Contact Person:

Michael Rawlings – Detailstudio Architects.

Senior Associate

Email address: Michael@detailstudio.com.au

Telephone No: 7220 2683

For any site visits during Tender period to be limited to one visit per Tenderer. Please contact Kate Tuohy to coordinate best time. Do not attend site without an appointment. Contact details are:

Kate Tuohy

Coordinator Jubilee Complex

Email address: katet@centpark.org.au

Telephone No: 8276 6011

Any site visit or inspection by respondents must be by appointment via Kate Tuohy.

Timeline

The closing time for submissions to this Tender is **2pm Tuesday April 7th 2020.**

All submissions will be evaluated by Detailstudio Architects and the Centennial Park Cemetery Authority against the evaluation criteria outlined in this Tender.

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

Stage	Indicative Completion Date
Stage 1 – Tender issued	Tuesday March 17th 2020
Closing date for Submissions to the Tender	Tuesday April 7th 2020
Initial Evaluation of Tender Responses	To be completed April 14th 2020
Negotiations with preferred Tenderer	During week April 14th to April 17th 2020
Formal Agreement executed	TBC
Works Commencement	TBC -Dependant on Program provided and identified in complying Tender

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

Tenders can be posted to, delivered in person or emailed to the Architect at Detailstudio Architects addressed as follows:

Centennial Park Jubilee Complex Foyer- Glass Operable Walls and Partitions

C/- Michael Rawlings – Detailstudio Architects Pty Ltd

453 Morphett Street

ADELAIDE SA 5000.

Submissions via email to: Michael@detailstudio.com.au

Detailstudio's office hours are between 8:30am – 5.30pm 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, endorsed with the j (as set out on the front page of this Tender).

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 & Vision
- Nominated Representative Contact
- Nominated Representative Contact Details (email and phone)
- Overview of organisation's financial status including equity, debt and other financial commitments

Appendix A: Detailed Scope of Works

Scope of Works

To supply and install New glass Operable Walls and partitions to the existing foyer of the Jubilee Complex. To be supplied and built as per the attached documentation provide by Detailstudio Architect drawing 190121-CD01 and Specification 190121 along with Crackerjack Structural Engineers documentation.

Specialist Works

Supply and installation of Glass Acoustic Operable Wall – Lotus Walls. Refer to Finishes Schedule

Cemetery Operating Environment

Customer service at the highest level is paramount. Extra care must be taken when operating on site to ensure the safety of all 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 the 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 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 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 - Monday to Friday 9am – 5pm
- 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 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 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.

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 the authorities requirements and the information contained in the specification regarding Hazardous Materials identification and removal.

Communication

Centennial Park will seek to provide adequate communication of the works to the public. The contractor must immediately notify Centennial Park of any complaints or communications with members of the public and mourners. Failure to do so may result in termination of the contract.

This tender for **Glass operable walls and partitions within the Jubilee Complex Foyer space** should be read and responded to in conjunction with the Tender Requirements at **Appendix A**.

