

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER HEALTH & COMPLIANCE

FROM: DIRECTOR PLANNING & SUSTAINABILITY

FILE REF: 37658 19/257810

DATE: 16 ~~12~~ August 2019

TENDER 19091 – THE PROVISION OF PRIVATE SWIMMING POOL AND SPA BARRIER INSPECTION SERVICES.

Issue

To consider Tender No: 19091 for the Provision of Private Swimming Pool and Spa Barrier Inspection Services.

Background

There are currently 13,573 registered swimming pools and spas within the City of Wanneroo. The City conducts inspections of all new and existing swimming pool and spa safety barriers at intervals of not more than 4 years in accordance with its statutory obligations outlined in the Building Regulations 2012 (the Regulations).

Approximately 10,000 swimming pool/spa safety barriers within the City require inspection between July 2019 and June 2022 as part of the ongoing four yearly compliance inspection requirements. This figure does not include new swimming pools or spas per month, which are to be inspected for compliance by the City's pool inspectors.

The City is seeking to appoint a suitably qualified independent Contractor to undertake private swimming pool/spa safety barrier inspections. The safety barriers required to be inspected can be anywhere between Koondoola in the south to Two Rocks in the north. The onus is on the Contractor Compliance Services to manage the inspection program to ensure that all safety barriers are inspected within the statutory time frame required by the Regulations.

The Service required shall be performed in compliance with Section 93 (2) (d) of the Building Act 2011 and also Division 1 of the Building Regulations 2012.

Detail

Request for Tender 19091 for the Provision of Private Swimming Pool and Spa Barrier Inspection Services was advertised on 18 May 2019 and closed on Wednesday 5 June 2019.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods & Services
Contract Type	Schedule of rates
Contract Duration	3 years
Commencement Date	August 2019
Expiry Date	August 2022
Extension Permitted	Yes, 2 x12 month extension options
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions.

Tender submissions were received from the following:

The Royal Life Saving Society of WA (RLSSWA)

The Tender Evaluation Panel (TEP) comprised:

Coordinator Compliance Services,
Senior Compliance Officer,
Acting Coordinator Building Services,
Acting Coordinator Safety Systems

Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Officer.

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (PEP). The PEP included the following selection criteria:

Item No	Description	Weighting
1	Demonstrated experience of key personnel	30%
2	Demonstrated experience in conducting Inspections	30%
3	Methodology of service delivery	20%
4	OSH and safe work practices	20%

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment. The minimum acceptable baseline for Qualitative Criteria is set at 50% with acceptable minimum scores required for each qualitative criterion.

Evaluation Criteria 1 - Demonstrated Experience of Key Personnel (30%)

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the tendering entity's credentials to fulfil the requirements of the contract. The TEP assessed the tenderer as demonstrating that their key personnel have very good experience in conducting this type of service.

Evaluation Criteria 2 - Demonstrated Experience in Conducting Inspections (30%)

The tenderer demonstrated very good experience in conducting inspections, with particular emphasis on the inspection type required by the City.

Evaluation Criteria 3 - Methodology of Service Delivery (20%)

The tenderer was assessed as having an adequate methodology for performing the services.

Evaluation Criteria 4 - OSH and Safe Work Practices (20%)

Evidence of safety and quality management policies and practices was assessed from the tender submission. The assessment for safety management was based on the tenderers' response to an Occupational Health and Safety Management System Questionnaire included within the tender documentation. The tenderer was assessed as having an acceptable OSH management system.

Overall Qualitative Weighted Assessment and Ranking

The Tenderer's submission was assessed in accordance with the PEP and achieved at least an acceptable result against each of the respective evaluation criteria.

Pricing Assessment

An assessment of the pricing for services offered has shown previous increases have been in line with CPI increases, however it is recognised that the CPI price increase mechanism has not necessarily kept pace with the increasing costs of service delivery. Further clarification was therefore sought from the Tenderer on the Pricing Schedule submitted.

Details relating to the Tenderer's pricing schedule and response to clarification is provided in Confidential Attachment 1.

Overall Assessment and Comment

The tender submission from RLSSWA satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan and is therefore recommended as the successful tenderer.

Refer to Confidential Attachment for additional information concerning the value for money determination.

Relevant Stakeholder Consultation

Consultation was undertaken with the Compliance leadership team including the City's private swimming pool inspectors and Manager Health & Compliance.

Statutory Compliance

Tenders were invited in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective with the Strategic Community Plan 2017 – 2027:

SOCIETY

1.1 HEALTHY & ACTIVE PEOPLE

1.1.1 Create opportunities that encourage community wellbeing and active healthy lifestyles.

1.1.2 Facilitate opportunities within the City to access peak and elite activities

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO-O23 Safety of Community	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage

The above risks relating to the issues contained within this report has been identified and considered within the City's Corporate Risk Register. To ensure the City meets its statutory obligations outlined in the Building Regulations 2012, the City recommends the appointment of a suitably qualified independent contractor to undertake private swimming pool/spa safety barrier inspections.

Social and Environmental Considerations

The Building Regulations 2012 require that the City provides a private swimming pool/spa barrier inspection service within the Community inspecting barriers at no more than 4 yearly intervals.

Broader Economic Impact Implications for the City of Wanneroo

Tenders were invited from within the state with no submissions received from local businesses. However, Tenderer states that 15 of their employees live locally and and additional 1.5 FTE positions will need to be engaged to service this contract.

Policy Implications

Tenders were invited in accordance with the requirements of the City's Purchasing Policy.

Financial and Performance Risk

Financial Risk

An independent financial assessment was not undertaken due to the relatively low financial risk to the City. Payment for services is made following acceptance of inspections by the City. All required insurance policies, including professional indemnity are in place.

Performance Risk

RLSSWA are the previous contractor on the City's private swimming pool/spa barrier inspection program. They have successfully completed previous inspection programs as required within the scope of the contract with no performance issues.

If at any point during the contract RLSSWA is not able to perform the services then the City would arrange for its own employees to undertake inspections until such time as an alternative contractor is available.

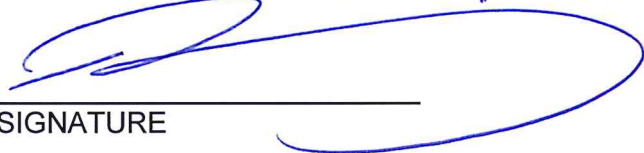
Financial (Budget) Implications

The costs associated with the Provision of the Private Swimming Pool and Spa Barrier Inspection Services are met from the 2019/2020 and future operational budgets.

Recommendation

That the Chief Executive Officer, in accordance with Delegation 1.1.14 - Choice of Most Advantageous Tender of the Delegated Authority Register for the awarding of tenders resulting from the expiry of a recurring contract ACCEPTS the tender submitted by Royal Life Saving Society of WA for Tender 19091, for the Provision of Private Swimming Pool and Spa Barrier Inspection Services, as per the schedule of rates in the tender submission.


SUBMITTED BY A/COORDINATOR COMPLIANCE SERVICES


SIGNATURE _____ DATE 12.08.2019

REVIEWED BY MANAGER CONTRACTS & PROCUREMENT


SIGNATURE _____ DATE 12/8/19

ENDORSED BY MANAGER HEALTH & COMPLIANCE


SIGNATURE _____ DATE 12.8.19

RECOMMENDED BY DIRECTOR PLANNING & SUSTAINABILITY


SIGNATURE _____ DATE 16/8/19

APPROVED BY CHIEF EXECUTIVE OFFICER


SIGNATURE _____ DATE 19.8.19