

## **TENDER RECOMMENDATION REPORT**

**TO:** CHIEF EXECUTIVE OFFICER

**CC:** MANAGER PARKS AND CONSERVATION MANAGEMENT

**FROM:** DIRECTOR ASSETS

**FILE REF:** 38658 – 19/450027

**DATE:** 14 November 2019

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**TENDER 19191: THE SUPPLY AND INSTALLATION OF TURF IN ACTIVE AND PASSIVE PUBLIC OPEN SPACE**

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### **Issue**

To consider tender No:19191 for The Supply and Installation of Turf in Active and Passive Public Open Space within the City of Wanneroo over a period of three (3) years with two (2) one (1) year or part thereof, options to extend at the City's discretion.

### **Background**

The Supply and Installation of Turf in Active and Passive Public Open Space throughout the City of Wanneroo has previously been undertaken through Contract 01547. The Contract commenced on 11 November, 2015 and will expire on 10 November, 2019. A further option for a second one (1) year extension was declined in order for the City to amend the specification and scope of works to better meet operational needs.

### **Detail**

Tender 19191 for The Supply and Installation of Turf in Active and Passive Public Open Space within the City of Wanneroo was publically advertised on the 7 September, 2019 and closed on 24 September, 2019.

One Addendum was issued.

Essential details of the proposed contract are as follows:

<b>Item</b>	<b>Detail</b>
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	Three (3) years
Commencement Date	November 2019
Expiry Date	November 2022
Extension Permitted	Two (2) one (1) year or part thereof options
Rise and Fall	No

## 19191: Provision of The Supply and Lay of Block Turf

Tender responses were received from the following:

- Turfmaster Pty Ltd (**Turfmaster**)
- West Coast Turf

Both responses were conforming tenders.

The Tender Evaluation Panel (TEP) comprised:

- Coordinator Parks Technical
- Technical Officer - Turf & Irrigation
- Project Manager - Infrastructure Capital Works
- Acting Coordinator Safety Systems
- Technical Officer - Contract Administrator

### Probity Oversight

Oversight to the tender assessment process was undertaken by an external probity advisor from William Buck Consulting (WA) Pty Ltd. Please refer to the Confidential Attachment for the final Probity Advisor Report reference.

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 in the provision of similar services with achievement of client satisfaction	35%
2	In the case of the performance of services, demonstrated allocation of sufficient resources and capacity to undertake the services	35%
3	Established Occupational Health and Safety Management systems, policies, practices and procedures and demonstrated compliance with those systems, policies, practices and procedures	30%
4	Price (assessed under Value for Money)	Not Weighted

Pricing is not included in the weighted criterion; however it was included as part of an overall value for money assessment, with price assessment based on a schedule of rates. The minimum acceptable baseline for Qualitative Criteria is set at 50% with acceptable minimum scores required for each qualitative criterion.

### Evaluation Criteria 1 – Tenderer’s relevant experience (35%)

The Tenderer’s relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender response were assessed in order to evaluate their capacity to meet the requirements of the contract. The assessment of this criterion specifically considered the Tenderer’s relevant experience in supplying and installing turf in a public open space environment.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Turfmaster	1
West Coast Turf	2

**Evaluation Criteria 2 – Tenderer’s capacity to undertake works. (35%)**

Assessment of this evaluation criterion considered the Tenderer’s staff resources and qualifications, vehicles and plant/equipment in order to meet the requirements of the contract.

The assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turfmaster	1
West Coast Turf	2

**Evaluation Criteria 3 - OSH demonstrated working documents (30%)**

The assessment for safety management was based on the Tenderer’s response to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

Both Tenderers provided details of their safety management systems with the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
West Coast Turf*	1
Turfmaster	2

\* West Coast Turf was the only tenderer who met the City’s requirements for this criterion.

**Overall Qualitative Weighted Assessment and Ranking**

Responses were reviewed in accordance with the Procurement and Evaluation Plan with the following key observations:

- Price is not weighted and is included in the overall value for money assessment; and
- Submissions were evaluated in accordance with the selection criteria to ascertain tenderers as having the necessary resources, previous experience, capability and safety management systems to undertake the contract.
- The overall qualitative weighted assessment resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turfmaster	1
West Coast Turf	2

**Evaluation Criteria 4 - Pricing (not weighted)**

The price evaluation criterion is assessed on a pricing matrix based on previous works completed and estimates of upcoming works over a 12 month period. Please refer to the Confidential Attachment for the overall price assessment.

### Overall Value for Money Assessment and Comment

The Tender submission from West Coast Turf was the only submission that met the minimum requirements for all qualitative criteria and 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 recommended as the successful tenderer for all separable portions.

West Coast Turf demonstrated extensive experience in carrying out similar works in active and passive public open space and has a good understanding of the methodology and what is required to achieve the required scope of contract. They met the City's minimum requirements for Health and Safety Management and provided a good response. The majority of their workforce lives locally. Whilst West Coast Turf scored marginally less in the overall qualitative criteria ranking; they provided the best value for money outcome when considering all separable portions and the combined Contract value.

### Consultation

Nil

### Statutory Compliance

Nil

### Strategic Implications

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

- "3. Environment – Built Environment
  - 3.2 – Enhanced Environment
  - 3.4 – Activated Places

### Enterprise Risk Management Considerations

<b>Risk Title</b>	<b>Risk Rating</b>
CO-007 Purchasing	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage
<b>Risk Title</b>	<b>Risk Rating</b>
CO-008 Contract Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage

<b>Risk Title</b>	<b>Risk Rating</b>
CO-017 Financial Management	Moderate
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage

## **Financial and Performance Risk**

### Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process and the outcome of this independent assessment by Corporate Scorecard Pty Ltd advised that West Coast Turf has been assessed with a 'satisfactory' financial capacity to meet the requirements of the contract.

Please refer to the Confidential Attachment for further information on the financial assessment.

### Performance Risk

An independent reference check was undertaken as part of the tender evaluation process and the outcome of this independent assessment by Corporate Scorecard Pty Ltd advised that West Coast Turf have previously undertaken similar works for the Botanic Gardens and Parks Authority WA at Kings Park in high profile areas to a high standard.

## **Broader Economic Impact Implications for the City of Wanneroo**

The Tender document included broader economic impact implications as a non-weighted criterion through the use of a "Buy Local" questionnaire. West Coast Turf's head office is based locally with turf grown in the neighbouring Shire of Gingin. The majority of West Coast Turf's staff resides locally.

## **Policy Implications**

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

## **Financial (Budget) Implications**

The costs associated with this tender have been included in the annual operational budgets. The Contract will also be utilised for Capital installations and upgrades and provision will be made during project scoping. The estimated value of work over the initial three (3) year term of the Contract is expected to be in the order of \$1,800,000.

**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 limited to \$5,000,000 ACCEPTS the tender submitted by West Coast Turf as per the schedule of rates for all separable portions and in accordance with the conditions of tendering:

**SUBMITTED BY COORDINATOR PARKS TECHNICAL**

  
SIGNATURE

14/11/19  
DATE

**REVIEWED BY MANAGER CONTRACTS AND PROCUREMENT**

  
SIGNATURE

14/11/19  
DATE

**ENDORSED BY MANAGER PARKS AND CONSERVATION MANAGEMENT**

  
SIGNATURE

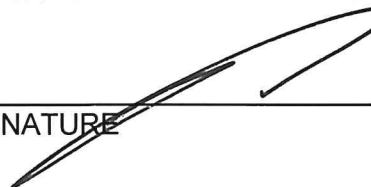
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DATE

**RECOMMENDED BY DIRECTOR ASSETS**

  
SIGNATURE

15.11.19  
DATE

**APPROVED BY CHIEF EXECUTIVE OFFICER**

  
SIGNATURE

15.11.19  
DATE