

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER COUNCIL & CORPORATE SUPPORT

FROM: DIRECTOR CORPORATE STRATEGY & PERFORMANCE

FILE REF: 19/417201

DATE: 18 DECEMBER 2019

TENDER 19154 PROVISION OF CORPORATE APPAREL FOR THE CITY OF WANNEROO

Issue

To consider Tender No: 19154 for the Provision of Corporate Apparel for the City of Wanneroo (**City**) for a period of three (3) years with two (2) twelve (12) months or part thereof options to extend.

Background

The City has a large workforce spread across various geographical locations. These include the Civic Centre, public Libraries (Clarkson, Girrawheen, Wanneroo, Yanchep/Two Rocks), recreational facilities (Aquamation, Kingsway Indoor Sports Centre) and Ashby Operations Centre. In addition to these facilities, City employees are engaged in providing an array of community services across the geographical spans of the City.

There is currently no formal contract in place for the City to provide corporate apparel excluding Personal Protection Equipment (**PPE**), to its workforce. Apparel is supplied through a vendor who was previously listed on the WALGA panel of suppliers.

Corporate uniform is primarily supplied to customer facing personnel, particularly those located in the Customer Relations Centre, libraries and cultural services and some staff engaged in civic and Council related events and activities. The current range of corporate uniform garments does not meet the needs of the varied and wider workforce requiring non-PPE apparel. Furthermore, historical procurement for service unit garments has occurred in isolation and has resulted in corporate apparel being sourced through varying means, multiple suppliers and without regard to a consolidated and consistent corporate image.

Securing a single vendor for the provision and continuity of uniform that appropriately meets the desired corporate image commenced when the approval of Procurement and Evaluation Plan (**PEP**) for the supply and delivery of corporate apparel was granted on 24 June 2019.

Detail

Tender 19154 for the Provision of Corporate Apparel for the City of Wanneroo was advertised on 6 July 2019 and closed on 1 August 2019.

Three addenda were issued during the tender period.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	3 years
Commencement Date	December 2019
Expiry Date	December 2022
Extension Permitted	Yes, two periods of 12 months (or part thereof)

Tender submissions were received from the following:

- Realcity Pty Ltd ATF Prashit Shah Family Trust and Fastspeed Pty Ltd ATF Atish Shah Family Trust T/A Adelphi Apparel & Adelphi Tailoring Co (Adelphi)
- Bladon WA Pty Ltd in collaboration with Fashion Biz WA (Bladon)
- Countryman Safety Pty Ltd (Countryman)
- Mive Apollo Holdings Pty Ltd T/A EmbroidMe Malaga (EmbroidMe)
- Excalibur Printing T/A Hip Pocket Workwear & Safety Wangara (Hip Pocket)
- Safeman WA Pty Ltd (Safeman)
- Seamless Enterprises (Seamless)
- Uniforms West (Uniforms West)
- The Trustee for Manji Vaghjiani Trust & The Trustee for Mavji Vaghjiani Trust & The Trustee for Pravin Vaghjiani Trust T/A Wanneroo Uniforms (Wanneroo Uniforms)
- The Workwear Group Pty Ltd (Workwear)

Tender Evaluation Panel

The Tender Evaluation Panel comprised:

- Coordinator Corporate Support;
- Branch Librarian;
- Team leader Customer Relations Centre
- Manager Council & Corporate Support (non-voting advisor)
- Corporate Support Officer (non-voting)
- A/Team Leader Customer Relations Centre (non-voting)
- Coordinator Community Safety (non-voting advisor)
- Administration Officer/Customer Service Officer (non-voting advisor)
- A/Manager Communications, Marketing & Events (non-voting advisor)

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) which included the following selection criteria:

Item No	Description	Weighting
1	Price (assessed under Value for Money)	Not Weighted
2	Resources & Capacity	40%
3	Demonstrated Experience	30%
4	Quality	30%

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.

On initial review of the tender submissions by the Tender Evaluation Team, it was confirmed that all tender submissions were deemed to be conforming tenders.

Evaluation Criteria 1 - Pricing for the works offered

Based on the tendered prices (clothing and embroidery) as submitted, tenderers were ranked in ascending order as below:

Respondent	Ranking
Bladon	1
Wanneroo Uniforms	2
Hip Pocket	3
Safeman	4
Countryman	5
Embroidme	6
Workwear	7
Uniforms West	8
Adelphi	9
Seamless	10

Evaluation Criteria 2 - Resources & Capacity (40%)

The tenderer's resources as presented in their tender submission were assessed in order to evaluate their capacity to meet the requirements of the contract.

Assessment of this criterion considered the tenderer's staff resources, vehicles, plant/equipment and workshop support to manage the contract. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Adelphi	1
Bladon	2
Uniforms West	2
Workwear	2

Countryman	5
Embroidme Malaga	5
Safeman WA	5
Hip Pocket	8
Wanneroo Uniforms	8
Seamless	10

Evaluation Criteria 3 Demonstrated Experience (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 assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Adelphi	1
Workwear	1
Bladon	3
Uniforms West	3
Safeman WA	5
Countryman	6
Embroidme Malaga	6
Hip Pocket	6
Wanneroo Uniforms	6
Seamless	10

Evaluation Criteria 4 - Quality (30%)

The tenderer's relevant experience in demonstrating their capability and capacity of meeting client expectations in their tender submission to provide the preferred garment range with continuity and with a high level of availability were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the tenderer's experience in providing this service to other similar organisations and capacity in providing high quality contemporary garments in respect of materials, style, and durability of wear and tear. The assessment of this criterion resulted in the following raking:

Tenderer	Ranking
Adelphi	1
Bladon	1
Safeman WA	1
Workwear	1
Uniforms West	5
Countryman	6
Embroidme Malaga	6
Hip Pocket	8
Wanneroo Uniforms	8
Seamless	10

Overall Weighted Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the PEP 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 the tenderers having the necessary resources, capacity, previous experience and quality to undertake the contract.
- The overall qualitative weighted assessment resulted in the following tenderer ranking:

Tenderer	Ranking
Adelphi	1
Workwear	2
Bladon	3
Uniforms West	4
Safeman WA	5
Countryman	6
Embroidme Malaga	7
Hip Pocket	8
Wanneroo Uniforms	9
Seamless	10

Value for Money Assessment

Tendered prices were applied in the overall value for money assessment for Tenderers that met the minimum acceptable baseline qualitative criteria requirements. Tenderers that progressed to the overall value for money assessment were:

- Adelphi
- Bladon
- Countryman
- Embroidme Malaga
- Safeman WA
- Uniforms West
- Workwear

Overall Value for Money Assessment

Following the overall value for money assessment and review of clarification question responses, the following companies were shortlisted to provide clothing samples for assessment:

- Bladon
- Uniforms West
- Safeman WA

Clarification was sought from Workwear regarding the City's ability to attend a Workwear showroom for fittings and/or made to measure orders. The ability to

provide onsite fittings at the City offices was also clarified. As Workwear no longer maintain a physical presence in WA, no showroom is available and any onsite fittings would be at extra cost to the City. Based on this information, samples were not sought from Workwear.

The sample garments were reviewed by a large number of staff from across numerous service units. Bladon was observed by the assessors and the evaluation panel as providing the best quality and range of garments

The tender submission from Bladon satisfied the overall value for money assessment and is within budget in accordance with the assessment criteria and weightings as detailed in the PEP and is therefore recommended as the successful tenderer.

Consultation

To support the assessment process, feedback was sought from the primary corporate uniform user groups (Customer Relations, Rangers, Compliance Officers, Library and Cultural Services, Hospitality, Council Support, Office of the Mayor, Aquamation and Kingsway Indoor Sports). Forty two (42) employees viewed and provided feedback on the samples provided by the selected vendors.

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:

- “4 Civic Leadership
- 4.2 Good Governance
- 4.2.2 Provide responsible resource and planning management which recognises our significant future growth.”

Risk Management Considerations

Enterprise Risk

Risk Title	Risk Rating
CO-007 Purchasing	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO-008 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was not undertaken as part of the tender evaluation process. The annual value of the goods is not expected to exceed \$75,000 per annum and goods are paid for on satisfactory receipt.

Performance Risk

Independent reference checks have indicated that the recommended tenderer has provided an excellent service over at least the past three years and is highly recommended.

Sustainable Procurement Considerations

Tender 19154 was issued prior to the changes to the City's purchasing policy relating to sustainable procurement, however Bladon advises that their subcontractor Fashion Biz operates to ISO 14001:2015, and products are delivered in bio degradable packaging.

Bladon engage with Activ and Westcare to assist with collating & packaging of promotional products.

Twelve employees live locally and one hundred (100) percent of the embroidery and printing will be done locally.

Policy Implications

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

Financial (Budget) Implications

The costs associated with the Provision of Corporate Apparel are included in the annual 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 ACCEPTS the tender submitted by Bladon WA Pty Ltd for Tender 19154, for the provision of corporate apparel, as per the schedule of rates in the tender submission for a period of three (3) years with two (2) twelve (12) months options to extend.

SUBMITTED BY COORDINATOR CORPORATE SUPPORT


SIGNATURE 18/12/2019
DATE

REVIEWED BY MANAGER CONTRACTS & PROCUREMENT


SIGNATURE 18/12/19
DATE

ENDORSED BY ACTING MANAGER COUNCIL & CORPORATE SUPPORT


SIGNATURE 18/12/2019
DATE

RECOMMENDED BY DIRECTOR CORPORATE STRATEGY & PERFORMANCE


SIGNATURE 18/12/19
DATE

APPROVED BY CHIEF EXECUTIVE OFFICER


SIGNATURE 19.12.19
DATE