

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: ACTING MANAGER ASSET MAINTENANCE

FROM: DIRECTOR ASSETS

FILE REF: 19/500003 (37801)

DATE: 7 January 2020

**TENDER 19098: PROVISION OF SECURITY SYSTEMS MONITORING AND
MAINTENANCE FOR A PERIOD OF THREE (3) YEARS**

Issue

To consider Tender No: 19098 for the Provision of Security Systems Monitoring and Maintenance for a Period of Three (3) Years With Two (2), Twelve (12), month options to extend.

Background

The City is seeking to appoint a suitably qualified and experienced contractor to provide monitoring and maintenance services to the Principal's security systems and associated equipment and for new installations of systems, services and associated equipment within the City of Wanneroo, on both a scheduled programme and an as-and-when required basis. This is a recurring contract for a period of three (3) years with options to extend, at the City's discretion for a further two (2), 12-month terms or part thereof. The current contract expired 31 December 2019 and provision of written quotations will be sought for any required works in the interim.

Detail

Tender 19098 for the provision of security systems monitoring and maintenance for a period of three (3) years was advertised on 9 November 2019 and closed on Tuesday 26 November 2019.

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	January 2020.
Expiry Date	January 2023.
Extension Permitted	Yes, two periods of 12 months.
Rise and Fall	NA

Tender submissions were received from the following:

- Blue Force Pty Ltd
- North Star Security
- Nurse Call Systems Pty Ltd
- Prestige Alarms & Security Pty Ltd T/as Prestige Alarms of WA
- Prosys Services Pty Ltd

The Tender Evaluation panel comprised:

- Coordinator Building Maintenance – Asset Maintenance
- Technical Officer Building Maintenance (South) – Asset Maintenance
- Coordinator Community Safety – Community Safety & Emergency Management
- Coordinator Safety Systems – People & Culture
- Technical Officer-Contract Administration – Asset Maintenance

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
	Price (assessed under Value for Money)	Not Weighted
1	Sustainable Procurement <ul style="list-style-type: none"> • Environmental considerations (5%) • Buy local (5%) 	10%
2	*Demonstrated experience of tenderer and personnel performing the services	40%
3	*Methodology, resources and capacity for maintenance services	30%
4	*OSH demonstrated working documents	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 indicated with * above.

All received tenders were deemed to be conforming and were included to the evaluation process.

Pricing for the Goods/Services/Works Offered (Not Weighted)

A calculation based on the individual tenderer's submitted schedule of rates and the City's estimated requirement was used to provide a projected cost over the initial three year contract period. Please refer to Confidential Attachment for detailed pricing analysis.

Based on the information provided, tenderers have been ranked as per the table below:

Tenderer	Ranking
Nurse Call Systems PTY LTD	1
Prestige Alarms & Security Pty Ltd	2
North Star Security	3
Prosys Services PTY LTD	4
Blue Force Pty Ltd	5

Evaluation Criteria 1 – Sustainable Procurement (10%)

- **Environmental considerations (5%)**

An assessment was made to determine the ranking based on tenderer’s Environmental policy and/or practices.

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
Prestige Alarms & Security Pty Ltd	1
Blue Force Pty Ltd	2
North Star Security	3
Nurse Call Systems PTY LTD	3
Prosys Services PTY LTD	5

- **Buy local (5%)**

An assessment was made to determine the ranking based on the responses provided detailing such information as:

- Purchasing arrangements through local businesses
- Location of tenderer’s offices and workshops
- Residential addresses of staff and subcontractors
- Requirement for new employees arising from award of the contract

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
North Star Security	1
Prestige Alarms & Security Pty Ltd	2
Blue Force Pty Ltd	3
Nurse Call Systems PTY LTD	3
Prosys Services PTY LTD	3

Prestige Alarms & Security Pty Ltd, North Star Security, and Blue Force Pty Ltd achieved an acceptable minimum score for this criterion.

Evaluation Criteria 2 - Demonstrated experience of tenderer and personnel performing the services (40%)

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
Prestige Alarms & Security Pty Ltd	1
Blue Force Pty Ltd	2
North Star Security	2
Nurse Call Systems PTY LTD	4
Prosys Services PTY LTD	5

Prestige Alarms & Security Pty Ltd, Blue Force Pty Ltd and North Star Security achieved an acceptable minimum score for this criterion.

Evaluation Criteria 3 - Tenderer’s Methodology, resources and capacity for maintenance services (30%)

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
Prestige Alarms & Security Pty Ltd	1
Blue Force Pty Ltd	2
North Star Security	3
Nurse Call Systems PTY LTD	3
Prosys Services PTY LTD	5

Prestige Alarms & Security Pty Ltd, Blue Force Pty Ltd, North Star Security and Nurse Call Systems PTY LTD achieved an acceptable minimum score for this criterion.

Evaluation Criteria 4 - Tenderer’s safety and quality management systems (20%)

Evidence of safety and quality management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderers’ responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

Prestige Alarms & Security Pty Ltd, Blue Force Pty Ltd, North Star Security and Nurse Call Systems PTY LTD provided details of their safety management systems with the following ranking:

Tenderer	Ranking
Prestige Alarms & Security Pty Ltd	1
Blue Force Pty Ltd	2
North Star Security	2
Nurse Call Systems PTY LTD	2
Prosys Services PTY LTD	5

Prestige Alarms & Security Pty Ltd, Blue Force Pty Ltd, North Star Security and Nurse Call Systems PTY LTD achieved an acceptable minimum score for this criterion.

Overall Qualitative Weighted Assessment and Ranking

Tenderer’s submissions 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.
- The tender submissions were evaluated in accordance with the qualitative criteria and weightings as detailed in the Procurement and Evaluation Plan and were assessed against sustainable procurement as well as the necessary experience, methodology and safety management systems required to undertake the contract requirements.
- Prestige Alarms & Security Pty Ltd achieved the highest ranking in four (4) of the five (5) individual qualitative criteria.

The overall qualitative weighted assessment resulted in the following tenderer ranking:

Tenderer	Ranking
Prestige Alarms & Security Pty Ltd	1
Blue Force Pty Ltd	2
North Star Security	3
Nurse Call Systems PTY LTD	4
Prosys Services PTY LTD	5

Value for Money Assessment

The submissions from Blue Force Pty Ltd, North Star Security and Prestige Alarms & Security Pty Ltd were the only tenderers which met the minimum requirements for all qualitative criteria and therefore qualified for consideration to the value for money assessment. A combined assessment of Price vs Qualitative Scores resulted in the following tender ranking:

Tenderer	Ranking
Prestige Alarms & Security Pty Ltd	1
North Star Security	2
Blue Force Pty Ltd	3

Overall Assessment and Comment

The tender submission from Prestige Alarms & Security Pty Ltd achieved the highest ranking in four (4) of the five (5) individually assessed qualitative criteria and best satisfied the overall value for money assessment in accordance with the evaluation criteria and weightings as detailed in the Procurement and Evaluation Plan and is therefore recommended as the successful tenderer.

Consultation

Nil

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 objectives of the Strategic Community Plan 2017- 2027:

“3 Environment – Built Environment

3.4 Activated Places

3.4.2 Provide safe spaces, centres and facilities through our infrastructure management and designs for community benefit and recreation”

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O13 Workplace Health and Safety	Low
Accountability	Action Planning Option
Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-O20 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage

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

Risk Title	Risk Rating
CO-O22 Environmental Factors	High
Accountability	Action Planning Option
Corporate Strategy and 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 advised that Prestige Alarms & Security Pty Ltd has been assessed with a 'satisfactory' financial capacity to meet the requirements of the contract.

Performance Risk

Prestige Alarms & Security Pty Ltd is the City's incumbent contractor for this service and has previously demonstrated it has the capacity and experience to fulfil the contract requirements over an extended period.

Independent reference checks have also indicated that the recommended tenderer shows professionalism at all times and has provided a high standard of service while maintaining alignment to budget and scheduling requirements without dispute or incident.

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 Security Systems Monitoring and Maintenance for a Period of Three (3) Years are included in the Asset Maintenance Service Unit Operational Budget.

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 Prestige Alarms & Security Pty Ltd T/as Prestige Alarms of WA for Tender 19098, for the Provision of Security Systems Monitoring and Maintenance for a Period of Three (3) Years, with two, twelve month options to extend at the City's discretion and as per the schedule of rates in the tender submission.

SUBMITTED BY ACTING COORDINATOR BUILDING MAINTENANCE



SIGNATURE

07/01/2020

DATE

REVIEWED BY MANAGER CONTRACTS & PROCUREMENT



SIGNATURE

7/1/20

DATE

ENDORSED BY ACTING MANAGER ASSET MAINTENANCE



SIGNATURE

07/01/2020

DATE

RECOMMENDED BY DIRECTOR ASSETS



SIGNATURE

08.01.2020

DATE

APPROVED BY CHIEF EXECUTIVE OFFICER



SIGNATURE

13/1/20

DATE