



TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER
FROM: DIRECTOR ASSETS
FILE REF: 44802 22/37146
DATE: 24 AUGUST 2022

TENDER 2024 SUPPLY AND LAYING OF BRICK PAVERS

Issue

To consider Request for Tender (RFT) No: 22024 for the Supply and Laying of Brick Pavers.

Background

The City is seeking to appoint a suitably qualified and experienced contractor to supply and lay brick pavers. This RFT is required to source a suitable contractor to provide brick paver supply and laying as required to replace Contract 18185 which expires on 31 October 2022.

Detail

Tender No: 22024 for the Supply and Laying of Brick Pavers was advertised on 2 July 2022 and closed on 19 July 2022. No addenda issued.

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	1 November 2022
Expiry Date	31 October 2025
Extension Permitted	Yes, 2 periods of 12 months or part thereof.
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions.

Tender submissions were received from the following companies:

Legal Name	Trading Name	Abbreviation
Mikevie Pty LTD Trading	ABM Landscaping	ABM Landscaping
HCC (Aust) Pty Ltd	Hugh & Company	Hugh & Co

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	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 15% c. Reconciliation Action Plan 2.5% d. Disability Access & Inclusion 2.5%	25%
3	*WHS demonstrated working documents	20%
4	*Demonstrated experience of tenderer and personnel performing the services	35%
5	*Methodology, resources and capacity	20%

Tenderers must achieve a minimum acceptable qualitative score (as determined by the City) and for each of the qualitative criteria detailed above (*) to be considered for further evaluation.

Both of the tenders received were fully compliant and conforming. The City did not need to seek any clarifications from tenderers during the evaluation process.

Evaluation Criteria 1 - Pricing Assessment

Pricing is not included within the qualitative criteria but considered in the overall value for money assessment.

The typical historical utilisation of this service forms the basis of the matrix to formulate the price assessment scenario of the likely annual expenditure forecast. The Confidential Attachment provides a reference to the price assessment outcome with tenderer ranking as follows.

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	2

Evaluation Criteria 2 – Sustainable Procurement (25%)

Sub Criteria a) Environmental Considerations (5%)

An assessment was made to determine the ranking based on tenderers' environmental policy and practices. Both tenderers have provided suitable compliant product supply and laying in their tender submissions.

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	2

Sub Criteria b) Buy Local (15%)

An assessment was made to determine the ranking based on the responses provided, detailing the following information:

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

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	1

Sub Criteria c) Reconciliation Action Plan (RAP) (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- RELATIONSHIPS - building positive relationships between indigenous and non-indigenous people
- RESPECT – recognising the contribution of Indigenous people to Australia and learning more about the history, culture and diversity in a two-way communication process
- OPPORTUNITIES – attracting, developing and retaining organisational talent to build opportunities for aboriginal employment, training, development and mentoring

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	1

Sub Criteria d) Access & Inclusion Plan (AIP) (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities have the same buildings and facilities access opportunities as other people
- People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.
- People with disabilities receive the same level and quality of service from staff as other people receive.
- People with disabilities have the same opportunities as other people to make complaints.
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.

The assessment of this criterion resulted in the following ranking:

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	2

Overall Sustainable Procurement Ranking

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	2

Evaluation Criteria 3 - Tenderer’s Occupational Safety and Health Management (20%)

Evidence of safety 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.

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

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	2

Evaluation Criteria 4 - Tenderer’s demonstrated relevant experience (35%)

The tenderers’ 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
ABM Landscaping	1
Hugh & Co	2

Evaluation Criteria 5 - Tenderer’s Resources, Capacity and Methodology to meet the requirements of the Contract (20%)

The tenderers’ resources as presented in their tender submissions assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderers’ staff resources, vehicles and plant/equipment to manage the contract, including the proposed methodology for completing the requirements. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	1

Overall Qualitative Weighted Assessment and Ranking

Tenderers’ submissions were reviewed in accordance with the assessment criteria and weightings as detailed in Procurement and Evaluation Plan with the following key observations:

- Price is not weighted and is included in the overall value for money assessment.
- Based on the information supplied for assessment, both tenderers achieved a minimum acceptable score for qualitative criteria.

The tenderers’ bids were evaluated in accordance with the selection criteria and both tenderers were assessed as having the necessary resources, previous experience, capability, quality and safety management systems to undertake the tender.

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

Tenderer	Ranking
ABM Landscaping	1
Hugh & Co	2

Overall Assessment and Comment

The tender submission from ABM Landscaping ranked highest and satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan.

Consultation

Internal consultations had occurred prior to tenders being called to ensure that the requirements were addressed by the specification and other contract provisions.

Broader community engagement is undertaken as required pending the site specific details and extent of work.

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 within the Strategic Community Plan 2021 – 2031:

“Goal 5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places.

Priority 5.3 responsibly managed and maintained assets

Enterprise Risk Management Considerations

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

Risk Title	Risk Rating
CO-O08 Contract Management	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

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

Financial and Performance Risk

Financial Risk

A financial risk assessment undertaken indicated that ABM Landscaping assessed as 'sound' financial capacity to meet the requirements of the contract.

Performance Risk

ABM Landscaping is the City's incumbent contractor and provides acceptable services to the City.

Policy Implications

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

Financial (Budget) Implications

Based on the tenderers' schedule of rates, the projected quantities associated with Supply and Laying of Brick Pavers pertaining to forthcoming projects, types of construction works carried out and the capital projects program, determined an annual estimated spend of \$245,000 per annum which is met from the existing capital works budget with maintenance related components funded from the ICW 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 ABM Landscaping for Tender 22024, for the Supply and Laying of Brick Paving for an initial term of three (3) years with two (2), twelve (12) month (or part thereof) options to extend at the City's discretion and as per the schedule of rates in the tender submission.