

TENDER RECOMMENDATION REPORT

TO: CHIEF EXECUTIVE OFFICER

CC: MANAGER ASSETS MAINTENANCE

FROM: DIRECTOR ASSETS

FILE REF: 45804 22/330256

DATE: 30 AUGUST 2022

**TENDER 22121: INSTALLATION, DISMANTLING AND STORAGE OF
CHRISTMAS DECORATIONS**

Issue

To consider Tender No 22121 for Installation, Dismantling and Storage of Christmas Decorations.

Background

The City currently undertakes installation of Christmas decorations at nominated City infrastructure assets during the festive period. The decorations are then dismantled and stored until required again later in the year.

A detailed review of the scope and technical specification was undertaken resulting in the updating of Price Schedule line items in accordance to amended installation standards and locations.

The current Contract (18061) awarded on 30 October 2018 for an initial term of two years with two (2) x 12 month extensions exercised and expires on 29 October 2022.

Detail

Tender 22121 for Installation, Dismantling and Storage of Christmas Decorations. Was advertised on 6 August 2022 and closed on 23 August 2022.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods & Services
Contract Type	Schedule of Rates
Contract Duration	Two (2) years
Commencement Date	30 October 2022
Expiry Date	29 October 2024
Extension Permitted	Yes, Three (3) periods of 12 months
Rise and Fall	Maximum Perth All Groups CPI increases upon extension

Tender submissions were received from the following companies:

Legal Name	Abbreviation
Mark One Visual Promotions Pty Ltd	Mark One
The Factory (Aust) Pty Ltd	The Factory

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	Description	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement a) Environmental Considerations 5% b) Buy Local 10% c) Reconciliation Action Plan 2.5% d) Disability Access & Inclusion 2.5%	20%
2	* WHS Working Documentation	20%
3	* Methodology & Resources	30%
4	* Demonstrated Experience	30%
5	Price (assessed under Value for Money)	Not Weighted

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.

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment.

Both tenders were accepted on the basis that they were compliant and worthy of inclusion in the tender evaluation process.

Evaluation Criterion 1 – Sustainable Procurement (20%)

Evidence of Sustainable (Corporate Social Responsibility) Procurement was assessed based on the Tenderer's responses provided to the Questionnaires within Schedules 3A, 3B, 3C and 3D which formed part of the tender documentation.

Sub Criterion 1a) Environmental Considerations (5%)

The City is committed to procuring goods and services that provide positive environmental, social and economic impacts over the entire life cycle of a product or service. Respondents are encouraged to provide credentials of any environmental claims of the goods and/or services submitted in this tender.

Tenderers provided adequate details of their environmental considerations within Schedule 3A, with the following ranking:

Tenderer	Ranking
Mark One	1
The Factory	2

Sub Criterion 1b) Buy Local (10%)

An assessment was made based on the response provided, detailing the following information:

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

Tenderers provided details of their "Buy Local" considerations within Schedule 3A, with the following ranking:

Tenderer	Ranking
The Factory	1
Mark One	2

Sub Criterion 1c) 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, and development and mentoring.

Tenderers provided information specifying differing levels of actions in relation to indigenous reconciliation action with assessment resulting in the following ranking:

Tenderer	Ranking
The Factory	1
Mark One	2

Sub Criterion 1d) 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 having the same buildings and facilities access opportunities as other people;
- People with disabilities receiving information in a format that will enable them to access information as readily as other people are able to access it;
- People with disabilities receiving the same level and quality of service from staff as other people receive;
- People with disabilities having the same opportunities as other people to make complaints;
- People with disabilities having the same opportunities as other people to participate in any employment opportunities.

Tenderers provided information specifying considerations for access and inclusion provisions with assessment resulting in the following ranking:

Tenderer	Ranking
The Factory	1
Mark One	1

Overall Sustainable Procurement Ranking Summary

The overall assessment of the Sustainable Procurement criteria has resulted in the following overall ranking:

Tenderer	Ranking
The Factory	1
Mark One	2

Evaluation Criterion 2 – WHS Working Documentation (20%)

Evidence of WHS management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderer’s responses to a specific Questionnaire included within the tender documentation.

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

Tenderer	Ranking
Mark One	1
The Factory	2

Evaluation Criterion 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
The Factory	1
Mark One	1

Evaluation Criterion 4 – Methodology & Resources (30%)

The tenderer’s methodology and 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
The Factory	1
Mark One	1

Overall Qualitative Criteria Weighted Assessment and Ranking

Tenderer’s submissions were reviewed in accordance with the Procurement and Evaluation Plan.

The overall assessment of qualitative weighted criteria resulted in the following ranking:

Tenderer	Ranking
The Factory	1
Mark One	2

Pricing for the Goods/Services/Works Offered

An assessment was made to determine the ranking based on the schedule of rates for the initial two (2) year contract term as provided with the tender documentation.

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

Tenderer	Ranking
The Factory	1
Mark One	2

Value for Money Assessment

A calculation based on the City’s estimated requirement for items within the submitted schedule of rates was used to determine an equitable projected cost over the initial two (2) year contract period. Further detail is contained within the attached Confidential Memorandum.

The combined assessment of Price vs Qualitative Scores resulted in the following tenderer ranking (highest to lowest):

Tenderer	Ranking
The Factory	1
Mark One	2

Overall Assessment and Comment

The tender submission from The Factory achieved the highest qualitative ranking and satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan. The Factory’s submission is assessed as having suitable safety systems, experience, resources, capacity and a proven methodology to carry out the requirements of the contract.

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 objective with the Strategic Community Plan 2021-2031:

Goal 1: An inclusive and accessible City with places and spaces that embrace all.

*Priority 1.4 Bringing people together
Wanneroo will have a range of programs and services promoting community connection to build the sense of belonging for people of all backgrounds. The capacity and skills of local Community groups will be developed to enable them to provide fun and engaging events that will be valued by the local community and known throughout the region.*

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O20 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage
Risk Title	Risk Rating
CO-O08 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment report is not considered necessary. A strong mitigating factor is the contract conditions, which stipulate for payment being made only after satisfactory completion of services.

Performance Risk

The Factory are the current contractor and have provided this service to the City over an extended period. Internal review of service standards indicate they provide a satisfactory quality of service, maintain good working relationships, have suitable systems in place and align to budgeting 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 Installation, Dismantling and Storage of Christmas decorations are included in the Asset Maintenance 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 The Factory (Aust) Pty Ltd for Tender 22121, for INSTALLATION, DISMANTLING AND STORAGE OF CHRISTMAS DECORATIONS, as per the schedule of rates in the tender submission for an initial term of two (2) years with three (3) x twelve (12) month options (or part thereof) to extend at the City's discretion .